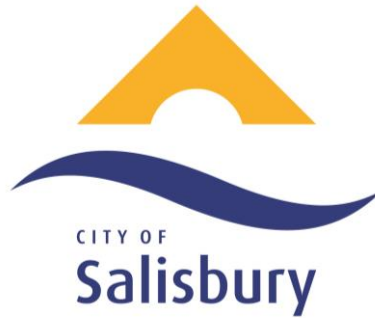


FINANCE SYSTEMS IMPLEMENTATION LEAD

JOB & PERSON SPECIFICATION

JUNE 2024



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	FINANCE SYSTEMS IMPLEMENTATION LEAD
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS WORKPLACE AGREEMENT (as amended or replaced)
CLASSIFICATION:	NEGOTIATED
DEPARTMENT / DIVISION:	BUSINESS EXCELLENCE / TRANSFORMATION DIVISION
POLICE CLEARANCE:	NOT REQUIRED
CONTRACT TERM:	CONTRACT
REPORTS TO:	DIRECTOR BUSINESS TRANSFORMATION
DIRECT REPORTS:	N/A
POSITION NUMBER:	

POSITION OBJECTIVES:	<ul style="list-style-type: none"> • The Finance Systems Implementation Lead will be responsible for driving the successful implementation of new Financial modules as part of our cloud eco-system within the City of Salisbury. This role will require an individual with a strong background in finance and accounting, coupled with a proven track record of implementing similar financial systems. • This role will work across a number of Divisions and multiple stakeholders at varying levels within the organisation. • Core outcomes of this role will be performing as Finance Product owner implementing the new solution in an agile methodology within the organisation and leading the team. From documentation and optimisation of pre / post processes and the requirements of user stories to deliver quality outcomes enabled by technology. • Contribute to the strategic development of broader corporate development strategies and objectives. • In partnership with the business and working within the Business Transformation Division, implement and embed the new financial solution in the dedicated timeframe.
VALUES AND BEHAVIOURS:	These Values empower us to ReACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.

	<p>Respectful</p> <ul style="list-style-type: none"> • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us <p>Accountable</p> <ul style="list-style-type: none"> • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important <p>Collaborative</p> <ul style="list-style-type: none"> • Work together committed to a common purpose • Openly share information • Find ways to connect people for better outcomes <p>Helpful</p> <ul style="list-style-type: none"> • Listen and focus on what we can do • Imagine new futures and look for new opportunities • Make a positive difference
<p>KEY RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Taking ownership of CoS deliverables and delivering within time frames for the finance stream • Work closely with the Technology and Digital Solutions team facilitate the transition from our current technology platform to our new ecosystem. • Collaborate with agile delivery teams and internal and external stakeholders to plan and execute full lifecycle delivery of assigned objectives. • Manage a network of complex relationships and risks across multiple modules for the project, in particular the preferred partners Project Manager. • Lead the planning and execution of the new finance system and necessary integrations. • Collaborate with cross-functional teams to ensure a seamless implementation process. • Simplify and optimise the new finance solution to align with the council's financial requirements. • Ensure compliance with accounting standards and best practices. • Lead and participate in finance transformation workshops to enhance financial processes, reporting, and systems. • Identify opportunities for process improvement and cost reduction. • Ensure project plans, and vendors are managed as required for the finance stream of the Project. • Facilitate workshops in agile best practices relating to Finance • Lead and guide Project requirements and deliver outcomes based on agile principles, City of Salisbury values and behaviours. • Escalate to the Director of Business Transformation and Project Sponsor as appropriate. • Lead and guide requirements in order to prevent continually changing requirements. • Ensuring relevant and necessary documentation is ready to handover to the business once the system has been implemented.

	<ul style="list-style-type: none"> Any other duties as directed by the Project Sponsor or Director Business Transformation
--	---

WHS RESPONSIBILITIES:	<ul style="list-style-type: none"> Ensure that appropriate policies and procedures are followed and understood. Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	<ul style="list-style-type: none"> To comply with the City of Salisbury Employee Code Policy and all other policies and procedures adopted by the City of Salisbury as varied from time to time. To manage all Corporate Records in accordance with required procedures.
ESSENTIAL SELECTION CRITERIA:	<ul style="list-style-type: none"> Proven experience in a similar role, within a medium to large diverse organisation. Be flexible to work as an independent contributor and team player. Bachelor's degree in Finance, Accounting, or related field. CA or CPA. Strong financial and accounting background. Experience with financial modelling, analysis, and reporting. Exceptional project management skills. Strong leadership and interpersonal abilities. Excellent problem-solving and decision-making capabilities. High attention to detail and accuracy. Ability to adapt to a fast-paced, changing environment; and Experience in working across a number of project methodologies including agile scrum, kanban and waterfall (prince2). Demonstrated ability to build positive customer centric relationships, negotiate successful outcomes and communicate effectively with staff. Demonstrated ability to be collaborative and build strategic relationships internally and externally to build partnerships to further the reputation and success of the City of Salisbury. Ability to lead, inspire and empower a multi-disciplinary team to make considered decisions and achieve outcomes. Conceptual, analytical and critical skills in originating new techniques, concepts and practices in resolving complex issues. Exceptional customer service and stakeholder management skills. Strong verbal and written communication skills, including presentation, influencing and report writing skills.
DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> Knowledge of the operational context of local government Previous experience in a similar role within a large, diverse, multi-disciplinary workforce.
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> Expected to attend relevant Council Committees, informal strategy meetings and Council meetings when Divisional papers are put forward. Some out of hours work will be required from time-to-time.

EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
-----------------------------	--

AGREEMENT:		
-------------------	--	--

FINANCE DELIVERY LEAD:	SIGNATURE:	DATE:

This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.