

# Role Charter

<b>POSITION:</b>	<b>EXECUTIVE MANAGER FINANCE</b>
<b>Reports to:</b>	Director Corporate Services
<b>Accountable to</b>	General Manager
<b>Directorate:</b>	Corporate Services
<b>Date revised:</b>	March 2026

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

## Our Guiding Principles are:



### MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



### BE WELCOMING

Care for everyone as people, not tasks or numbers.



### BE OPEN MINDED

Listen to each other and work together to find solutions.



### KEEP YOUR PROMISES

Follow through on your commitments to everyone.



### LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

## Primary Purpose

As a member of the Senior Leadership Team, the Executive Manager Finance will collaborate with key stakeholders to provide timely information and advice related to finance to support decision making and effectively lead Maitland City Council within the strategic framework of the city and the Council.

To provide strategic direction to employees in the development and implementation of plans, programs, policies, procedures and systems, as well as authoritative advice on complex issues of strategic and/or operational performance.

To lead the delivery of the finance functions, including:

- Corporate Accounting and Reporting
- Financial Accounting
- Budgeting and Financial performance
- Rates & Revenue
- Debt Management
- Strategic Procurement including Stores
- Accounts Payable
- Passenger Fleet Management
- Strategic Property Management

## **Leadership**

The Executive Manager Finance acts with honesty and integrity, possessing a genuine desire to deliver outcomes for our community. Having a deep sense of purpose, the Executive Manager Finance collaborates with peers and key stakeholders to drive and empower the organisation to achieve strategic and operational objectives, through:

- Leading, modelling and championing Council's strategic objectives and Guiding Principles as fundamental to decision making and behaviours.
- Actively promoting and facilitating open and transparent discussion, collaboration and partnerships across the organisation, leveraging existing and emerging capability and experience.
- Accountability for personal behaviour, decision-making and action.
- Empowering others.
- Being an active and visible presence across the organisation.

## **Management**

The Executive Manager Finance is accountable for ensuring that strategic, operational processes and systems, and resourcing enable the delivery of efficient functions across Council, including:

### **Manage people**

- Lead and coach employees to efficiently deliver strategic and operational objectives of the finance functions and broader Council.
- Create and promote development opportunities that enhance contemporary knowledge, skills and experience.
- Empower leaders within the finance functions to identify and optimise resourcing requirements for the effective delivery of outcomes whilst prioritising employee wellbeing.
- Contribute to a positive, enduring and proactive employment relationship.
- Implement a range of people-centred plans and actions that support organisation development, engagement, leadership and change.
- Promote and foster a safe and healthy workplace and fair and equitable work practices.

### **Manage operations**

- Proactively lead with a whole-of-department approach to quality-driven business, work planning and service delivery.

- Ensure the finance functions operates within budget with timely and accurate information available to Council.
- Ensure proper use and care of Council assets.
- Ensure all necessary administrative practices and systems are in place to support employees in undertaking their work.
- Ensure decision making processes are appropriate.
- In consultation with the Director optimise finance structure for the achievement of the Delivery Program.

### **Manage relationships**

- Act as the conduit between the Director Corporate Services and the Finance functions.
- Act as the finance spokesperson to the Council, community and the media as delegated by the Director Corporate Services.
- Provide adequate and appropriate information to the Executive Leadership team on Council in accordance with Council and statutory requirements and to inform decision making.
- Liaise with and maintain collaborative relationships with external stakeholders in other levels of government, statutory authorities and organisations.

### **Manage performance**

- Develop finance business plans to enable Council's community strategic plan, Delivery Program and Operational plan.
- Proactively lead and measure divisional performance against the Delivery Program and Operational plan.
- Ensure contemporary management and professional standards are applied, with particular reference to workplace reform, competitive service provision and continuous improvement.
- Manage employee development and performance within the organisation's workforce development framework.

## **Strategic Context And Accountabilities**

The Community Strategic Plan and Delivery Program identify lead, joint and shared accountabilities for service delivery.

**Lead accountabilities** of the Executive Manager Finance to direct and guide the actions and outcomes required. Whilst the Executive Manager may not be wholly responsible for undertaking the tasks, he/she is accountable for reporting on progress and ensuring the successful completion of the accountability.

**Joint accountabilities** have parts or portions allotted or belonging to the Finance functions, which have links to accountabilities allotted to other Corporate Services functions and more broadly across Directorates. Such accountabilities require the Executive Manager Finance to collaborate with stakeholders to ensure there is an integrated and focused approach to service delivery.

**Partnering accountabilities** are those which benefit from the contribution of other directorates, divisions or units, requiring active partnerships to ensure the timeliness, quality and value of the outcome. Partnering accountabilities will be identified and agreed upon as and when required. In delivering against the community strategies and objectives of the Delivery Program, the Executive Manager Finance will have a number of partnering accountabilities with key internal stakeholders, divisions and units.

## Shared Core Functions

Executive Managers are responsible for shared core functions across the organisation, including:

- Communication (internal and external)
- Continuous improvement
- Workplace health and safety
- Councilor liaison
- Customer service
- Engagement
- Integration and partnership
- Employees leadership and management
- Sustainability

## Core Accountabilities

In addition to fulfilling the shared core leadership and management accountabilities described above, the Executive Manager Finance is accountable for the following role specific tasks:

1. Provide vision, leadership and governance which contributes to Council's strategic direction as a member of the Senior Leadership Team.
2. Oversee the effective management of the Finance division and its functions to ensure financial management processes, people and resources are allocated and utilised to achieve optimal efficiency and effectiveness.
3. Ensure Council's core financial and accounting, rating, property and procurement functions are executed in accordance with contemporary accounting practice, Australian Accounting Standards and other statutory obligations, including management of annual financial statements and other fiscal compliance activities.
4. Oversee the management and control of Council's adopted budget, ensuring necessary adjustments are made and reported to Council as required.
5. Apply human centred design principles to manage the provision of services across the division to support Council's outcomes whilst espousing best practice financial management and risk management methodologies.
6. Develop, implement and maintain best practice financial management strategies and frameworks to support the functions of the division.
7. Embrace Council's Transformation initiatives to create a strong customer service culture and promote technology-led innovation across the functions.
8. Work collaboratively with the Senior Leadership Team to proactively progress Council strategic objectives, services and operations.
9. Ensure all activities of the division comply with corporate, statutory and legislative requirements including those relating to Work Health and Safety, Risk Management and Equal Employment Opportunity.
10. Provide information, advice and support to the elected Council members and attend Council meetings and briefings, workshops and forums as required.

## Essential Criteria

1. Degree qualification in Business, Commerce, Finance or a related discipline coupled with qualifications as a Certified Practising Accountant or Chartered Accountant.
2. Significant contemporary experience in a senior financial management position, or related discipline, with a proven record of success.
3. An experienced leader with the ability to clearly establish expectations and coach to drive efficient outcomes and achievement of objectives.
4. Proven analytical, problem solving and negotiating ability to provide considered, timely and pragmatic advice.
5. Demonstrated ability to deliver on the operational and strategic priorities of the organisation as part of the Senior Leadership Team.
6. A highly collaborative leader with demonstrated ability to engage and influence stakeholders at all levels, including Councillors.

## Desirable Criteria

1. Post-graduate qualification in Management, Leadership or related discipline.
2. Knowledge of and contemporary experience Local Government, particularly within NSW, or related industry.

Date:

Agreed:

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**Employee Name**

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**Employee signature**