

Position description

Position title	Financial Controller
Group / Branch	Finance and Technology / Finance
Reports to (Title)	Reports to Group Manager Finance
Competency level	People Leader

Job Purpose

The Financial Controller is responsible for managing South East Water's key financial reporting obligations, as well as providing expert advice in technical areas in order to ensure compliance with legislative guidelines, company policy, internal controls, accounting standards and audit requirements.

A focus in both operational and strategic direction is required in the role as the Financial Controller is also responsible for external financial reporting, development of accounting and internal control policies, financial systems and processes, treasury, cash management, management of external audits, tax planning, preparation of tax returns, accounts payable function and management of bulk water, parks and drainage charges.

This role is within the Finance and Technology Group and reports through to the Group Manager, Finance. The Financial Controller has two direct reports with a team of six.

The Financial Controller is accountable for the management, direction and development of a multi-disciplinary team, whilst supporting the finance team's digital transformation. Outcomes from the team lead by the Financial Controller are critical in achieving the expected level of financial performance and the achievement of the company's corporate plan.

The Financial Controller is also responsible for the engagement of consultants, contract staff and other recurrent expenditure as per the Delegations of Authority.

Key Accountabilities

Financial Reporting

- Manage, schedule, resource and provide advice to ensure the accurate and timely completion of both South East Water and Iota's annual financial reports in accordance with current legislation, accounting standards and audit requirements.
- Manage timely and accurate submission of financial reporting requirements to Government, including actual and budget financial results to the Department of Treasury and Finance (DTF) and the Department of Energy, Environment and Climate Action (DEECA) and quarterly financial data and information requests to ABS.
- Develop and implement accounting policies and internal controls in line with Corporations Law, accounting standards and established audit requirements.
- Provide advice to senior management and board members in respect of annual reporting requirements, internal controls, accounting policy and audit purposes.

Taxation

- Manage timely completion of all tax returns relating to company tax, FBT, GST and payroll tax in accordance with current tax legislation.
- Provide analysis and recommendations in respect of income tax, FBT and GST tax planning opportunities.
- Provide advice to senior management in respect to taxation matters.

Accounting and Systems Support

- Develop new processes to meet the changing needs of the business.
- Manage South East Water's Finance ERP and associate financial systems to ensure efficient integration, operation, data integrity and accuracy (including reconciliations).
- Re-developing processes and guidelines in relation to South East Water's Finance ERP for end users.
- Provide well researched technical advice on accounting and taxation matters to key stakeholders.
- Manage the Fixed Asset function to ensure the integrity of South East Water's Fixed Asset Register.
- Ensure compliance with South East Water's Unclaimed Moneys Act obligations.

Treasury and cash management

- Active working capital management, including managing South East Water's cash flow forecast needs, monitoring cash balances and optimising cash flows on a daily basis.
- Active management over South East Water's debt portfolio by ensuring compliance within treasury policy limits and regular reporting to board sub-committees.
- Manage and provide advice on short and long term strategic debt opportunities to support the organisation's Corporate Plan and Price Submissions initiatives.
- Lead South East Water's cyclical credit rating process that will maximise the financial outcome for the organisation.

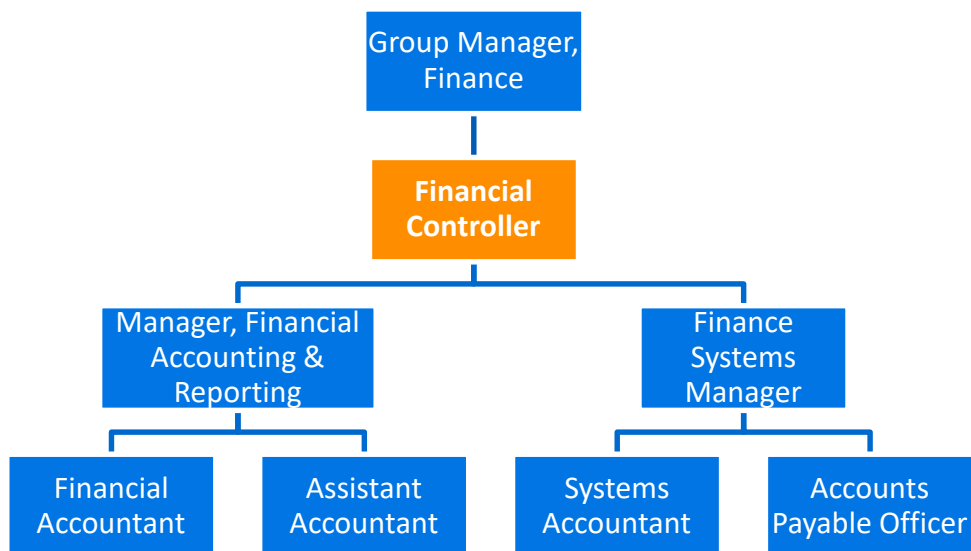
Knowledge, Skills & Experience

- **Academic Background** – A tertiary qualification in a relevant discipline such as accounting and/or finance and membership of a recognised professional accounting association. An appropriate post graduate qualifications (CPA / CA) is necessary.
- **Financial management** – Strong financial skills and judgement required including financial analysis techniques & methodologies, forecasting, accounting and reporting. Also required is a high level of understanding of commercial and regulatory regimes.
- **Communication** – Being an effective communicator, capable of conveying information clearly and logically, to present and influence key stakeholders across all levels up to Board, both verbally and written.
- **Leadership** – Proven leadership and team management experience that fosters a sense of common purpose within a dynamic team and demonstrate a commitment to continuous professional development. Further, providing **Relationship management** – High level required including the ability to challenge and support key stakeholders simultaneously, to meet internal customer needs (all levels of SEW) and external customer needs (Government, private businesses and consultants). Also need to build relationships with industry peers.

- **Law / legislative procedures** – Sound understanding of relevant legislative requirements for appropriate application.
- **Problem solving** – High level of analytical and problem resolution skills including the ability to collate and analyse information, challenge business cases and proposals, and demonstrate innovative thinking to embrace change. Also, the ability to draw to a conclusion and establish a course of action.
- **Systems** – Strong understanding in system processes and controls, with the ability to identify and respond to financial management and compliance risks.
- **Computer literacy** – High proficiency in MS Office suite products to quickly develop complex spreadsheets, reports and presentations. Oracle ERP experience is highly regarded.

Dimensions

Organisational Chart



Number of people managed:

Two direct reports out of a team of six.

Size of budget managed:

N/A

Value of Assets managed:

N/A

Ensuring a sustainable, resilient organisation:

Authorities outlined in [Instrument of Delegations](#) yes - reports to Responsible Officer

Compliance management responsibilities outlined in the [compliance and obligations register](#) yes
- operational responsibilities

Security for Critical Infrastructure identified role: **No**

South East Water operates a 24/7 service environment. Whilst this role does not involve after-hours rostered duty, all employees may be required to provide out of hours support from time to time as required.