

MANAGER FINANCE – POSITION DESCRIPTION

OUR VALUES and BEHAVIOURS

Proudly United

Value Statements:

We are proudly united as a team, as members of EGW and as members of our community.

We work towards a common goal in a safe, respectful and inclusive workplace.

We celebrate success together.

Enabling Behaviours:

Share information and openly communicate

Understand your role in achieving the common goal and own it

Actively listen and participate

Support and encourage others

Truly Authentic

Value Statements:

We act openly and honestly in everything we do and earn the trust of others by delivering what we promise.

We understand our strengths and our limitations.

We earn respect.

Enabling Behaviours:

Have the courage to do what's right even if it means taking the hard road.

Mean what you say and say what you mean

If you don't know ask!

Passionately Innovative

Value Statements:

In an ever changing world our key to success is innovation and making the most of our resources.

We achieve this by challenging the status quo, collaborating and embracing change.

We value each other's ideas and learn from honest mistakes.

Enabling Behaviours:

Don't be afraid to ask questions and challenge respectfully

Put it on the table

Be curious and have an open mind

Explore opportunities and be willing to accept risk

Embrace change

Openly Accountable

Value Statements:

We take personal responsibility and accountability for our actions and their outcomes.

We have a clear understanding of what is expected of us and act accordingly.

We seek to understand the changing needs of our internal and external customers and respond appropriately.

Enabling Behaviours:

Follow through

Be proactive

Hold self and others accountable, respectfully

Own your actions

Admit mistakes: learn from them and move forward

ABORIGINAL ACKNOWLEDGMENT

We acknowledge and respect the Gunaikurnai, Bidwell and Ngarigo Monero people as the Traditional Custodians of East Gippsland's land and waters. We pay our respects to their Elders both past, present and future leaders.

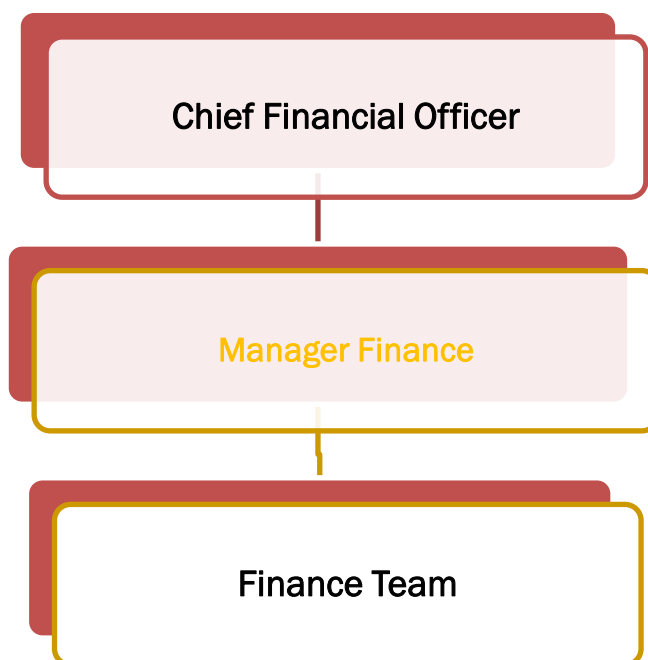
We recognise and respect their unique cultural heritage beliefs, and intrinsic connection to Country, that continues to be important to them today.

We have a strong commitment to building and developing our relationships and partnerships with Aboriginal and Torres Strait islander peoples, communities and organisations in the East Gippsland region and beyond.

POSITION DETAILS

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| Position Title: | Manager Finance | Effective Date: | August 2025 |
| Department: | Business | Job Location: | Bairnsdale Office |
| Reports To: | Chief Financial Officer | Supervises: | Finance Team |
| External Contacts: | Auditors, Federal & State Government Departments Creditors, Banking Authorities, Other Service Providers, Contractors, Suppliers, Customers, General Public and Other Water Corporations | | |
| FTE Classification: | 1.0 | Position Number: | SD-2-0002 |
| Prepared By: | People, Safety, and Culture; Manager Project Delivery | Approved By: | Chief Financial Officer |

ORGANISATIONAL CHART



ABOUT THE ROLE

The Manager Finance will ensure East Gippsland Water (EGW) achieves its objectives by:

- Aligning financial planning and reporting with East Gippsland Water's strategic objectives
- Providing financial insights to support decision-making by the Executive Leadership Team and the Board.
- Contributing to the development and execution of long-term business plans and pricing submissions to the Essential Services Commission
- Leading the annual budgeting process, ensuring alignment with service delivery targets and regulatory obligations.
- Ensuring compliance with regulatory, legislative, and statutory requirements, including reporting to the Victorian Government and regulators.
- Driving operational efficiency through financial analysis and cost control initiatives.
- Liaising with external regulators, auditors, government agencies, and community stakeholders on financial matters.
- Leading and mentor the finance team to ensure high performance and alignment with East Gippsland Water's values and objectives.

WHAT YOU WILL BE DOING

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| Reporting | <ul style="list-style-type: none"> • Preparation of Annual Statutory Accounts and liaising with external auditors and regulators. • Preparation of annual taxation return and other statutory obligations • Preparation of monthly financial & budget reports to management & the Board and quarterly reports to the Audit & Risk Committee. • Preparation of reports for submission to the various government and regulatory departments. |
| Budget Management | <ul style="list-style-type: none"> • Lead and manage the preparation and coordination of the annual operational, capital expenditure and revenue budgets in accordance with long term business strategies. |
| Continuous Improvement | <ul style="list-style-type: none"> • Assist in the development, implementation and continuous improvement of the Finance led initiatives. |
| Treasury & Regulatory Management | <ul style="list-style-type: none"> • Manage the cash flow and treasury requirements of the Corporation. • Responsible for preparation and coordination of economic and financial modelling for price determinations and working with regulators as required. |
| General Accounting | <ul style="list-style-type: none"> • Provide strategic advice to the business on financial matters • Management of asset registers. • Management and oversight of ledger maintenance and account reconciliations. • Management, administration and development of the Financial Management System. |
| Compliance Management | <ul style="list-style-type: none"> • Accountable for developing and maintaining appropriate internal controls over accounting activities, including maintenance of the financial risk register and internal audit. • Advising on and ensuring compliance with Statutory Legislation and governance. • Accountable for compliance with relevant accounting standards and legislative requirements in the preparation of financial statements and other reports. • Lead and manage the corporation's accounting manual and accounting related policies. |

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| Leadership | <ul style="list-style-type: none"> • Lead a team which covers financial accounting, account payable/receivable, payroll, inventory stock control, taxation, treasury, procurement management and fleet management. • Lead the delivery of efficient and responsive financial services to the Corporation including budget coordination and reporting, accounting advice, accounts payable/receivable and payroll. • Manage team performance and develop succession plans for direct reports • Provide and pass on relevant knowledge and training to team members and other employees as required |
| Culture, Values and Behaviours | <ul style="list-style-type: none"> • Remain open, approachable and available for all staff within the team, promoting a positive, optimistic and enthusiastic work culture. • Build a supportive and cooperative environment, one that recognises the value of collaboration. • Motivate and enable others to deliver high quality work that contributes to EGW. • Build a supportive workplace culture that enables diversity, fair and inclusive practices. • Represent and role model EGW Values and Behaviours, including Proudly United, Truly Authentic, Passionately Innovative and Openly Accountable. |
| Health, Safety and Environment | <ul style="list-style-type: none"> • Promote, educate and role model EGW Health, Safety and Environment policies, procedures and safe systems of work. • Contribute to developing a safe working culture through leading by example and acting responsibly for the safety of self and others. • Ensure activities are conducted in accordance with our risk management, environment and workplace health and safety management frameworks. |
| Records Management | <ul style="list-style-type: none"> • Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at East Gippsland Water in the Corporations Record Management system. • Conduct all customer and employee queries in a sensitive and confidential manner, ensuring the privacy of East Gippsland Water employees and customers. |

SKILLS, QUALIFICATION and EXPERIENCE

SPECIALIST SKILLS

| Required: | Desirable: |
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| <ul style="list-style-type: none"> • A thorough understanding of accounting standards and regulations. • Experience working in a regulatory environment and compliance management. • Strong analytical, modelling and problem-solving skills. | <ul style="list-style-type: none"> • Experience in the water industry. |

LEADERSHIP SKILLS

| Required: | Desirable: |
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| <ul style="list-style-type: none"> • Able to plan staff / team resourcing • Able to plan for successful completion of allocated tasks or projects. • Exercise reasoning, judgement, interpretation and problem solving skills. • Knowledge of non-technical project management-related areas such as financial and economic assessment of projects, and the like. • Ability to effectively communicate, with individuals, and groups from various backgrounds and areas of the business and community. • Ability to be flexible and adaptable in a changing workforce and environment.. | <ul style="list-style-type: none"> • Management experience • Leadership and mentoring training and experience. |

INTERPERSONAL SKILLS

| Required: | Desirable: |
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| <ul style="list-style-type: none"> • Ability to deal effectively with staff and stakeholders from various backgrounds and knowledge. • High level of verbal and written communication skills, including the preparation of correspondence and reports on financial and related matters. • Demonstrated ability to work in a team environment and provide motivation and leadership. • Ability to influence outcomes and work effectively with people at all organisational levels, contractors and stakeholders. • Demonstrated ability to work in a team environment. • Able to work independently. • Preparation of routine correspondence and reports. | <ul style="list-style-type: none"> • Presentation and facilitation skills. |

QUALIFICATIONS

| Required: | Desirable: |
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| <ul style="list-style-type: none"> • Tertiary qualification in finance/business related discipline. • Member of professional accounting body (CPA, CA, IPA) • Current Victorian driver licence. | |

EXPERIENCE

| Required: | Desirable: |
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| <ul style="list-style-type: none"> • Minimum five years of relevant financial project management experience. • Extensive experience in a finance team environment. • Understanding of State Government compliance and regulatory reporting frameworks | |

KEY SELECTION CRITERIA

1. A tertiary qualification in a finance/business discipline and membership of a professional accounting body.
2. Demonstrated experience in managing a team.
3. Effective time management skills combined with the ability to prioritise to ensure quality outcomes during times of peak activity.
4. Experience and demonstrated ability in problem solving, confidentiality and high attention to detail.
5. Demonstrated leadership abilities and examples of investigating and solving financial issues.
6. Well-developed interpersonal skills combined with excellent verbal and writing skills ensuring the ability to work effectively with people at all organisational levels, in and outside of East Gippsland Water.
7. Positive attitude towards personal development including being accountable, innovative, passionate and united to achieve corporate objectives.

ADDITIONAL REQUIREMENTS

Employees must be capable of fulfilling the requirements of the position with regard to the inherent activities/hazards and be able to meet any control measures provided in the interests of health and safety. However, reasonable adjustments will be made for persons with disabilities, impairments or cultural considerations unless to do so would impose an unjustifiable hardship, or result in the role not being able to be undertaken in a safe manner.

EGW is committed to an embedding and supporting a culture of inclusion through living our organisational Values and Behaviours, and through the principles identified in the Code of Conduct. EGW also respects an Enterprise Agreement made between the Corporation and its Employees.

All employees are required to uphold East Gippsland Water Code of Conduct and Values and Behaviours at all times. All East Gippsland Water employees are Victorian Public Sector employees and are also required to comply with the VPSC Code of Conduct.

For more information about our career opportunities and our current vacancies, please visit [Careers at East Gippsland Water | East Gippsland Water \(egwater.vic.gov.au\)](https://egwater.vic.gov.au/careers).