



POSITION DESCRIPTION

Financial Consultant

Purpose

Reporting to the Chief Executive Officer, the **Financial Consultant** will be responsible for providing team leadership, expert financial advice and analysis, and strategic guidance to support the effective financial management and decision-making processes of our clients and supporting our team of accountants through review and mentoring.

Responsibilities

Key responsibilities (Financial Consultant) include:

- Lead and mentor our local government accounting professionals in all aspects of local government financial management and governance.
- Review client deliverables as required, ensuring that they are accurate and consistent with relevant legislative requirements as well as applying both sector and general best practice.
- Lead or participate in client activities including workshops, networking events, webinars etc to accelerate results.
- As part of the senior leadership team, participate in the future business direction and strategy of the organisation.
- Lead key projects, including rating reviews.
- Provide effective leadership, mentoring, direction and support to accounting professionals within LGiQ to maximise the utilisation of resources – financial, human and technological.
- Foster a performance culture through leading by example, ensuring that there is a culture of teamwork, cooperation, collaboration and continuous improvement between all members of the LGiQ team.
- Develop and promote a strong customer and high quality service orientation.
- Support the Chief Executive Officer with strategic leadership and business growth.
- Any other tasks as directed by the organisation.

Key responsibilities (Client Lead – when applicable) include:

- Work closely with clients to identify their financial management needs partnering with them to achieve their strategic objectives and fulfil their statutory obligations.
- Manage client deliverables ensuring that they are accurate and consistent with relevant legislative requirements.

- Attendance at client contract meetings
- Coordinate other LGiQ staff resources under client agreements.
- Any other tasks as directed by the organisation.

Qualifications and Professional Memberships

- Tertiary qualifications in Business, Accounting, Finance, or a related field.
- Full CA/CPA membership or working towards.
- At least ten years or more experience in an accounting role.

Technical Experience

- Comprehensive knowledge and extensive previous experience working within Local Government financial management and governance including:
 - Long-term financial planning, assets management planning and other strategic management planning
 - Annual business plan and annual budget development
 - Annual reports
 - Rating policy and modelling
 - internal audit and internal financial controls
 - risk management
 - policy development
 - infrastructure and asset accounting
- Thorough knowledge of local government legislation dealing with financial administration and records including accounting principles, Australian Accounting Standards and current accounting trends.
- Demonstrated high level of management and leadership skills including the proven ability to
- provide direction, mentoring and support.
- Demonstrated understanding of business planning, risk management and accounting services practices.
- Proficient in financial software and Microsoft Office Suite.

Non-Technical Skills

Interpersonal

- High level interpersonal skills, which facilitate interaction, cooperation and trust with relevant groups and individuals including internal and external stakeholders and the ability to negotiate and resolve conflict.
- Ability to identify, discuss and resolve issues with all levels of staff.
- High level verbal and written communication skills.
- Demonstrated positive and proactive attitude, enthusiasm and the ability to motivate, encourage and lead others.

- Use initiative and act professionally, with honesty, integrity and confidentiality.
- Demonstrated ability to work within tight timeframes and regularly monitor deliverables.
- Demonstrates strong awareness of own emotions and their impact on others.
- Builds positive relationships through empathy, active listening, and respectful communication.
- Manages stress and conflict constructively to maintain a collaborative work environment.
- Contributes to a positive team culture by role-modelling professionalism, supporting colleagues, and promoting respectful, inclusive communication.

Judgement & Decision Making

- Proven ability to exercise judgement when dealing with complex or technical issues.
- Proven ability to provide excellent customer service to external stakeholders.

Organisational

- Demonstrated supervisory experience in an accounting environment within a local government or public sector environment.
- Demonstrated knowledge of Microsoft based applications and particularly advanced spreadsheet abilities and the operation of computerised accounting systems.
- Proven ability to manage one's own time and assist others to set priorities, plan and organise yourself and others in order to meet specific timeframes and allocated tasks.
- Proven ability to work independently and take ownership to resolve factors that may influence the delivery of service in a timely and accurate manner.
- Capacity to formulate and communicate a vision and clarity of direction.
- Contributes to reports and planning documents that support financial tracking, risk awareness, and operational effectiveness.
- Demonstrates understanding of LGiQ's strategic goals and aligns own work to broader business objectives.

Leadership

- Provides supervision, direction, and support to direct reports.
- Conducts regular check-ins, performance conversations, and feedback sessions to support staff development and engagement.

- Manages performance concerns, grievances, and staff issues in line with LGiQ's performance and conduct policies.
- Supports succession planning and staff development by identifying training needs and professional growth opportunities.

Change Management

- Ability to recognise issues and use initiative to identify and implement solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables.
- Ensure compliance with and adherence to, all legislative requirements and business practices.

Commitment, Attitude & Application to Duties

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude.
- Promote and encourage continuous improvement strategies for the delivery of accurate and timely financial services to all stakeholders.
- Demonstrated commitment to accuracy.
- Proven ability to work under pressure and deliver accurate results within agreed timeframes.
- Actively engages in self-learning and applies insights from past work to improve future performance.
- Collaborates with the CEO and MD in the planning, monitoring, and reporting of financial performance, and contributes to the development of improvement programs where applicable.

Health, Safety & Environment

- Engage in a safety first and compliant workplace.
- Engage in hazard identification and risk mitigation strategies to ensure workplace safety across LGiQ.
- Comply with all reasonable instruction and safety, using equipment provided, reporting any incidents' or near misses which may occur.

Alignment with Values

- Model and lead LGiQ's values, ensuring a strong culture of engagement and performance across all teams.
- Develop and mentor the team, ensuring professional growth and succession planning.
- Actively engage with all levels of staff, creating an open and inclusive leadership culture.

- Champion employee wellbeing and development, ensuring a psychologically safe and empowering workplace.
- Implement clear team objectives, ensuring alignment with LGiQ's strategic direction.



WE DO WHAT WE SAY

We have integrity, honesty and accountability and do what we say



WE ARE BRAVE

We are willing to take measured risks to achieve outcomes and support others to do the same



WE ARE RESPECTFUL

We create a respectful, safe environment in which to work embracing different perspectives



WE ARE PROACTIVE

We always look for ways to improve and promote the same in others

Essential Compliance Requirements

- Must hold, or be eligible to obtain and maintain, a National Police Clearance.
- Current Motor Vehicle Driver's Licence.

Travel

- Intrastate and interstate travel may be required to engage with clients, government bodies, and industry stakeholders.