

POSITION DESCRIPTION

EXECUTIVE OFFICER	
CLASSIFICATION & TENURE	0.80 FTE – Part-time, on-going role. FTE is negotiable. \$97,000 package (negotiable) – based on 0.80 fte Appointment is offered subject to the successful completion of a 6-month probationary period.
LOCATION	Working from home – support provided
REPORTS TO	President and Executive Committee - FinPro

OVERVIEW

Local Government Finance Professionals (FinPro) is the peak body servicing Local Government Finance Professionals in Victoria. An Incorporated Association, FinPro has over 900 members representing all Victorian Local Government Councils, 5 regional library corporations and over 20 other partner organisations.

- Our ‘manta’ is to make our member’s work lives easier.
- Our mission underpins how we work and operate on a day-to-day basis.
 - Advocate (on behalf of our members)
 - Educate (members)
 - Communicate (both with our members and with other organisations)
 - Innovate (share new ideas and encourage continuous improvement)
 - Collaborate (provide networking opportunities and work with other organisations)

POSITION PURPOSE

The role requires an outstanding leader with strategic vision, business acumen, strong program and project management skills, an innovative, flexible and decisive work style along with high level negotiation, presentation and communication skills. The Executive Officer (EO) is responsible for the operations of FinPro by continually developing and implementing processes, systems, and programs to support the mission, vision, and strategic and operational aims. The EO will need to exercise a significant level of autonomy.

Reporting to the President and Executive Committee, the Executive Officer (EO) will:

- Contribute to the development of the Executive’s strategy and be responsible for its implementation, including regular performance reporting.
- Be responsible for the overall management, and undertaking of daily administrative operations of FinPro.

- Represent and advocate for FinPro when dealing with Members, Councils, State Government, Partners (sponsors) other key stakeholders.

OUR VALUES

- Respect – we will treat others as we wish to be treated.
- Integrity – we will operate with integrity in all aspects of our work and dealings.
- Accountability – we will take responsibility for our own actions.
- Participation – we will give everyone an opportunity to be involved.

KEY RESPONSIBILITIES AND DUTIES

STRATEGY AND LEADERSHIP

- Support the Executive in the development of the organisation's strategy and annual planning.
- Support the Executive to position FinPro as a key peak body within the Victorian Local Government sector.

STAKEHOLDER ENGAGEMENT AND COMMUNICATIONS

- Build strategic relationships with a diverse range of stakeholders including members and partners, ensuring active participation.
- Responsible for membership management, including:
 - Oversee the membership database (currently Wild Apricot) and ensure accurate records.
 - Handle membership inquiries and provide support to members.
 - Manage annual membership renewals.
 - Develop and implement strategies to increase membership engagement and retention.
- Responsible for event management, including planning, attending and execute webinars, day seminars, AGM, our leadership program and the annual conference.
 - Coordinate logistics for all events, including venue selection, contact negotiations, program development (in conjunction with the FinPro Executive), speaker arrangements, marketing, attendee registrations including payments and manage the events as they occur.
 - Propose Sponsorship strategies to support event management, develop sponsorship program and implement, including liaising with current and potential sponsors and agreement preparation, both the document and the financials.
- Responsible for prudent financial management of the Association, including:
 - Oversee all financial operations (currently using XERO).
 - Prepare and manage budgets, financial reports, and audits.
 - Ensure compliance with financial regulations and organisational policies, with regular reporting to the Executive.
 - Prepare the financials for the annual audit, including all communications with the auditors.

- Prepare and submit the Annual Statement to Consumer Affairs Victoria.
- Use strong communication and presentation skills to maintain stakeholder support and manage expectations, including:
 - Manage the organisation's website, ensuring content is up-to-date and relevant.
 - Handle daily communications with members and the Executive Committee.
 - Prepare and distribute newsletters, announcements, and other communications.
 - Produce a regular Member Update for distribution to all members.
- Responsible for successful Sponsorship, Partner and Speaker liaisons, including:
 - Seek sponsorship for events and build relationships with potential sponsors.
 - Propose Sponsorship strategies and implement those strategies as approved by the Executive Committee, sourcing sponsors, negotiating agreements, preparing agreements, and managing those agreements.
 - Liaise with potential speakers and sponsors to ensure successful event participation.
- Work closely with the Executive to enhance FinPro's advocacy activities, including:
 - Advocate on behalf of the Association in various forums and opportunities.
 - Represent the Association's interests and positions to external stakeholders, including Government departments and other state bodies (similar to FinPro).
- Responsible for professional administrative support, including:
 - Providing administrative support to the Executive Committee and other committees as established by the Executive.
 - Prepare agendas, minutes, and reports for meetings.
 - Handle correspondence and communications on behalf of the organisation.

SPECIALIST KNOWLEDGE AND SKILLS

The role requires that the incumbent have specialist skills and knowledge of the position and a high degree of competence, attention to detail, strong communication and interpersonal skills.

Knowledge and skills across the following areas will be required:

- Local Government industry and regulation knowledge, with particular focus on financial regulation.
- Corporate systems (have the capability to utilise systems such as XERO, Wild Apricot or similar).
- Facilitation and event management skills.

ACCOUNTABILITY, JUDGEMENT AND EXTENT OF AUTHORITY

- Operate with a significant degree of autonomy with guidance and support from the President and Executive Committee to resolve critical problems.
- Manage competing priorities to ensure key processes and documents meet deadlines.
- Superior written and oral communication skills that meet the needs of both internal and external audiences.
- Ability to work independently and as part of a team, and be proactive in the Associations dealings.

SELECTION CRITERIA

Selection will be based on the following criteria, although other skills, knowledge, and attributes outlined in the Position Description particularly that of negotiation or advocacy experience and ability to management events will also be considered:

- Possess professional qualifications or equivalent experience relevant to the management of a member-based organisation would be an advantage.
- Well-developed interpersonal skills with demonstrated capacity to establish positive relationships and to work successfully with a range of stakeholders.
- Possess a sound working knowledge of the Victorian Local Government Sector

OTHER REQUIREMENTS

- Maintain a satisfactory National Criminal History Check.
- Current Victorian Driver Licence
- Work from various locations such as at conference and professional development sessions

ORGANISATIONAL RESPONSIBILITIES

Policies, Legislation, Behaviours & Values	<ul style="list-style-type: none"> • Demonstrate behaviours of the highest integrity, free from bullying, harassment and discrimination.
A Safe and Healthy Workplace	<ul style="list-style-type: none"> • Embrace a commitment to providing a safe and healthy working environment by performing duties in accordance with the Occupational Health & Safety Act 2004, OHS Regulations 2017, codes or practice, policies and procedures. • Ensure that due care and diligence is undertaken at all times and that actions do not create a risk to self and others • Report any matters that may impact on the safety of members, partners and key stakeholders.
Confidentiality	<ul style="list-style-type: none"> • Maintain confidentiality in respect of all dealings of a sensitive or confidential nature. • Ensure records are maintained in an accurate and timely manner.
Customer Experience	<ul style="list-style-type: none"> • Promote excellence in the customer and member experience.
General	<ul style="list-style-type: none"> • Other duties undertaken are within the scope of the employee's skills, competence, and training, relevant to the position band, as requested by the people leader.

APPROVAL

Approved by	President
Date	
Employee Acceptance	Your signature indicates your understanding, agreement and approval of the position description. This position description is current at the date of issue and subject to the review, in consultation with the employee.
Name	
Signature	
Date	

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling - above 5 kg below 10 kg			ü	
Manual handling - above 10 kg				ü
Manual handling – lifting above shoulder				ü
Working with arms above head				ü
Repetitive bending/twisting				ü
Using vibrating / powered hand tools				ü
Close inspection work				ü
Working in dusty / slippery / wet conditions			ü	
Wearing safety shoes/boots (steel cap)				ü
Wearing hearing / eye protection				ü
Using chemicals				ü
Repetitive hand washing / cleaning				ü
Working at heights				ü
Working in confined spaces				ü
Working in heat (over 35 C)			ü	
Working in cold (under 5 C)				ü
Driving vehicles			ü	
Using a keyboard	ü			
Writing by hand	ü			
Transcribing from hard copy			ü	
Audio transcription			ü	
Handling difficult customers onsite			ü	
Handling difficult customers offsite			ü	
Making decisions that impact on other members		ü		

ADVERTSIEMENT –

FinPro, the professional association for finance professionals in local government across Victoria, is seeking a dynamic and visionary **Executive Officer** to lead and grow our organisation following the retirement of our long-serving and highly successful Executive Officer. This is a rare opportunity to step into a pivotal role that shapes the strategic direction of our organisation and provides leadership to the sector.

About Us:

FinPro is committed to supporting local government finance professionals by providing leadership, advocacy, professional development, and networking opportunities. We foster a community of practice that enhances the capabilities of finance professionals across the sector, promoting excellence and continuous improvement.

The Role:

The Executive Officer (EO) is the key leadership position responsible for the day-to-day management of FinPro, ensuring the delivery of high-quality services to our members and representing the interests of the sector. The EO will work closely with the Executive Committee and manage relationships with key stakeholders, including our engaged members, government agencies, councils, and industry partners.

There is a lot of flexibility with this role for the right candidate, so we encourage you to discuss with us directly.

The role suits being based in either Melbourne or Regional Victoria, mainly working from home (support provided by FinPro), with some minor travel required.

Why Join FinPro?

This is an exciting opportunity to lead a well-respected organisation with a strong legacy. You will have the chance to shape the future of local government finance in Victoria, work with a dedicated team, and make a lasting impact on the sector.

How to Apply:

Please submit your CV and a cover letter by 4pm, Friday 1st November 2024.

For a confidential discussion about the role, please contact either Bradley Thomas (President 0419 634 128) or Gabrielle Gordon (Executive Officer 0400 114 015).

FinPro has a comprehensive website which includes information and news items on all facets of its activities, services, and programs. The website address is [Home - FinPro](#)