



POSITION DESCRIPTION

POSITION TITLE: PROJECT FINANCE OFFICER	REPORTS TO: MANAGER PROGRAM SERVICES
Pay Band: 4	
ORGANISATIONAL CONTEXT	
<p>Lower Murray Water (LMW) operates along the Murray River, from Kerang to the South Australian border, in the municipalities of Gannawarra, Swan Hill and Mildura. We provide this extensive region with urban water and sewerage treatment, supply and disposal; river quality water for stock and irrigation; and collection and disposal of subsurface irrigation drainage. Our goal is to contribute to the economic, social and cultural development of our region and its many communities with environmentally responsible and sustainable water management.</p> <p>The VMFRP Project is a planned \$320m program of infrastructure works that enhance the environmental watering of high valued floodplains on the River Murray in Victoria. The Project will be delivered in partnership between Lower Murray Water, Goulburn Murray Water, Mallee CMA, North Central CMA, Parks Victoria and the Department of Environment, Land, Water and Planning. The project covers nine separate sites which vary in scale and complexity and generally involve the construction of weirs, regulators, pump stations, levees and access tracks.</p>	
PRIMARY OBJECTIVES	
<p>As the Project Finance Officer, you will possess extensive knowledge of LMW's financial business systems and procedures. You will provide a high level of customer service responding to employee and external stakeholder's finance enquires which will cover all team's functionality aspects. You are to prepare the VMFRP monthly reconciliation for all relevant General Ledger Accounts and accurately process any associated General Journals for end of month financial closure.</p> <p>Reporting to the Manager Program Services, this role plays a significant role providing all-round support to the VMFRP Project team. The role plays a central role in ensuring all financial management and operational systems, policies and processes, including statutory, regulatory compliance and governance systems are always in place and adhered to. As part of the role, you will perform all financial functions for the project including administration of the project financial database and reporting and provide financial support and reports to support the project team and management.</p> <p>You will work with department Managers, Team Leaders and aiding in determining costing allocation numbers where unknown, incorrect or questioned.</p> <p>This role will ensure good governance and integrity within finance, payroll and creditor information and work closely with the Finance team to ensure strong controls and processes are embedded within all transaction processing activities.</p>	

KEY ACCOUNTABILITIES		
KEY RESULT AREA	MAJORA ACTIVITIES	PERFORMANCE INDICATORS
Leadership	<ul style="list-style-type: none"> • Work autonomously to prioritise workload and work activity. • Work collaboratively as a member of the VMFRP Program Services team and with other relevant positions across LMW to provide financial information support and advice in costing account numbers, purchase orders, deliveries, and accounts payable. • Show initiative and be open to opportunities for change while working towards LMW's and the VMFRP goals and strategies. • Proactive support, education and process improvements advice of others within the team from within your knowledge and skills. • Create an environment that encourages strong engagement and high performance across VMFRP • Supporting, driving and assisting with positive engagement strategies • Support and implement workplace initiatives that encourage workplace diversity, inclusion and flexibility • Engage in development of self and others via annual performance planning • Promotion of a culture that encourages risk discussions by integrating Risk Management into normal business practices 	<ul style="list-style-type: none"> • Ability to manage and develop performance effectively to meet deadlines. • Actively participate in AP creditor invoice training and support the work with project team for implementation. • Actively participate in non-construction procurement training work with project team for implementation. • Ensure timely review and documentation of procedures within areas of primary objectives with role as custodian. • Positive stakeholder feedback is received during 360 feedback surveys • Processes, procedures and documentation are developed and constantly improved • Identified risks are reported and managed in accordance with VMFRP Risk Management Framework
Customers	<p>Internal:</p> <ul style="list-style-type: none"> • VMFRP Project Group • VMFRP Project Control Group • VMFRP Project Director • General Manager Business Services and Performance • Manager Information Communication and Technology • Manager Stakeholders 	<ul style="list-style-type: none"> • Demonstrate strong professional working relationships with both internal and external customers. • Provide exceptional customer service to internal customers and assistance as required to external customers. • Active participation in team meetings and providing open, regular communication and updates on business as usual activities, projects updates and other opportunities.

KEY ACCOUNTABILITIES		
KEY RESULT AREA	MAJOR ACTIVITIES	PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> • General Manager Service Delivery and Operations • People and Safety team • All employees as required <p>External:</p> <ul style="list-style-type: none"> • Government Authorities • Service Providers • Contractors, Consultants, and Customers • Traditional Owners and Registered Aboriginal Parties • Other Water Corporations and Water Industry Groups 	<ul style="list-style-type: none"> • Support providing training to new employees on timesheet/leave submission, AP creditor invoice processing, purchase orders and other general finance process as required. • Provision of fair, honest and constructive feedback to all key stakeholders. • Multiple networks built across the region in areas of responsibility
Safety	<ul style="list-style-type: none"> • Active participation in safety meetings, training and other requirements determined by the LMW's OH&S management system. • Ensure that LMW provides a safe workplace that is free of harm from all forms of bullying, harassment, and discrimination. • Support the safety-first culture in the organisation. • Participate in LMW safety activities and initiatives. • Contribute to LMW providing a safe workplace that is free of harm from all forms of bullying, harassment and discrimination. • Investigate all hazards / incidents / injuries within areas of responsibility. 	<ul style="list-style-type: none"> • Compliance with OH&S Policy. • Demonstrate behaviours that promote safe work practices and respect for all employees. • Work behaviours promote safe work practices and respect for all staff members. • Completion of mandatory safety surveys, training and awareness.
Efficiency	<ul style="list-style-type: none"> • Maintain the project financial database and reports. • Process all purchase orders, payments, variations and invoices, relevant to the project in accordance with the LMW's financial systems (Technology One). • Oversee the project finances including timely and accurate preparation of reconciliations, reports and management analysis and annual financial statements. 	<ul style="list-style-type: none"> • Provide exceptional customer service to internal customers and assistance as required to external customers. • Meet all processing timeframes to ensure timely closure of financials for end of month reporting. • Accurate journal processing with low frequency of errors. • Provide the required reports for both Internal and External customers on time to the quality required.

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KEY RESULT AREA	MAJOR ACTIVITIES	PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> • Support the project team with financial reporting and forecasting. • Work closely with the LMW Corporate financial services team to ensure alignment with LMW financial structure and reports. • Assist with timely and accurate preparation of project budgets and reporting. • Assist with the preparation of monthly financial Board reports. • Prepare and present financial reporting as required by Management. • Manage accounting for assets in line with accounting standards and all relevant legal and regulatory requirements. • Oversee debtors, creditors and accounting processes ensuring these processes maximise financial outcomes. • Support LMW Finance to prepare reports on annual statutory and taxation requirements as appropriate (including annual accounts, audits, BAS, PAYG instalments, superannuation, FBT and GST reporting). • Oversee the preparation and completion of all year-end financial processes. • Promote management accounting practices to support decision making and achieve business growth and development. 	<ul style="list-style-type: none"> • Provide accurate, timely and practical specialist financial services and advice on all aspects of financial operations, including policy and procedural issues to all key project stakeholders. • Monthly ratification of the general ledger as a whole and in segments is in balance. • Validate partner organisation invoices, financial reporting for PCG and LMW, preparing financial component of milestone reports. • Ensuring that new processes and procedures are developed with strong engagement from stakeholders. • Stakeholder engagement feedback is positive for support functions.
Capital	<ul style="list-style-type: none"> • Reconcile of capital General Ledger accounts on the Balance Sheet. • Provide customer service to internal customers and assistance on capital costing as required. 	<ul style="list-style-type: none"> • Show extensive knowledge of projects costing work orders and provide assistance to staff queries.



LEVEL OF AUTHORITY

VMFRP Instrument of Delegation: Nil

NUMBER OF REPORTS

Direct Reports: Nil
Indirect Reports: Nil

SKILLS AND BACKGROUND REQUIREMENTS

Formal qualifications

- Required: To be appropriately qualified with academic degree(s) or diploma(s) in Accounting and 3 years relevant work experience or extensive relevant experience in a medium/large sized organisation.
- Required: Understanding of accounting principles including accrual accounting, reconciliations, general ledger journals and financial reporting.
- Required: Demonstrated financial experience and business acumen.

Leadership:

- Demonstrated skills in stakeholder management, resource management, service excellence and organisational awareness.
- Demonstrated experience in a similar role in a service driven environment
- Ability to work independently, solution and results focused, self-directed.
- Ability to operate as part of a small team and effectively contribute to the team's objectives and strategies.
- Capacity to impart your skills and knowledge to others.

Customer:

- Provide a high standard of customer service.
- Interpersonal, communication and influencing skills and the ability to create trust and confidence with internal and external customers.
- Ability to communicate at all levels of an organisation.
- Develops meaningful, trusted and collaborative relationships with staff at all levels.

Safety:

- An understanding of safety management systems and the ability to lead by example to support a safety-first culture.



Efficiency:

- Working knowledge and experience in all aspects related to accrual accounting, reconciliations and general ledger journals.
- Excellent time management skills.
- Demonstrated skills in reviewing, checking and auditing data with excellent attention to detail.
- Sound knowledge of computer operations with advanced accounting software management.
- Sound communication skills with the ability to produce concise documents with attention to detail.
- Demonstrated ability to clearly articulate and make recommendations.

Compliance Requirements:

- Driver's license
- Compliance with a criminal background checks where required
- Confirmation of fitness for work
- Must have the right to work in Australia

SIGNATURES: We certify that the content of this position description is accurate:

Position holder:

Date:

Signature:

General Manager:

Date:

Signature:

Managing Director:

Date:

Signature: