

General Manager Finance & Procurement

Position Description

Grade	7.2	Position number	
Employment type	Ongoing	Status	Full time
Division	Finance and Business Services	Direct / indirect reports	3 / 5
Reports to	Director, Finance and Business Services		
Date approved			

About CenITex

Our Vision	To deliver customer focussed ICT services, that support a modern, agile and productive public sector
Our Purpose	CenITex is a key supplier of shared ICT infrastructure providing services and support needed to ensure our customers stay operating and connected 24/7.
Our Values	Our values are the foundation of our culture and guide how we work together: RESPECT, COURAGE, ACCOUNTABILITY, COLLABORATION, INITIATIVE

Division Summary

The Finance and Business Services function is responsible for the financial, procurement, commercial insights, corporate legal and business IT systems in CenITex. Its role is to implement best practice in relation to the management control and process requirements within these functions to maximise sustainable growth. Its focus is to keep customer centricity at the heart of its decisions whilst balancing the need to meet CenITex's obligations in relation to compliance with relevant regulations. It plays a key role in the development of enterprise wide strategic plans for finance, procurement and business technology in alignment with the Corporate Plan.

Position Purpose

The General Manager, Finance and Procurement is responsible for the implementation and delivery of best practice in relation to finance and procurement management controls and process requirements to maximise sustainable growth. This role delivers relevant statutory and compliance reporting.

This position promotes a customer-centric culture by ensuring the customer is at the centre of all activities.

Key Accountabilities

- Provide strong direction and leadership, ensuring clear strategic objectives, operational planning, change and people management to guide the work of the Finance and Procurement Transactions Branch facilitating effective programs and activities with a strong customer focus.
- Responsible for finance and procurement performance, governance and compliance against enterprise Key Performance Indicators/ Dashboard to meet legislative requirements.
- Identify and manage commercial, contractual, operational, financial, reputational, ethical and supply chain risks to minimise impacts on organisational objectives whilst encouraging opportunity and innovation.
- Manage and drive the delivery of performance, support variance, asset and valuation reporting.
- Provide authoritative advice and strategic support to the Director, Finance and Business Services and Executive.
- Participate in and play a key role in long-term strategic planning working collaboratively with internal/external stakeholders and customers.
- Build constructive and value creating relationships with customers, staff, stakeholders, suppliers and key external organisations to provide strategic insights on business needs, solve complex issues and deliver high performance service, costs and quality outcomes.
- Foster a culture that appropriately models the vision, values and commitments, ensuring that the safety, development and growth of staff within the Branch.
- Any other duties as reasonably directed by CenITex.

Key Selection Criteria

1. Specialist Expertise and Experience

Substantial knowledge, capability and senior experience in leading finance and procurement functions i.e. financial management and reporting, procurement and contract management.

2. Leadership Skills

Significant track record in developing and leading high performance teams, with proven ability to motivate, inspire and align teams to strategic priorities.

3. Stakeholder Management and Influence

Superior stakeholder management skills, with ability to credibly consult, advise and influence strategic outcomes at a senior level. Builds support and agreement for proposals from internal and external sources

4. Strategic Planning

Strategic thinker with demonstrated commercial acumen with the ability to plan and deliver outcomes that advance the long-term interests of the organisation with emphasis on cost benefit analysis for teams and the business.

5. Change Leadership

Demonstrated experience initiating and championing complex changes that deliver customer-focussed outcomes and return on investment through superior influencing, negotiating, problem solving and implementation skills.

Qualifications

- Tertiary qualifications in finance and/or relevant business field. An MBA would be desirable but not essential.
- CPA or CA qualified essential.

Skills & Competencies

- **Business Partnering** - Creates partnerships with stakeholders to achieve mutual objectives and strategy.
- **Change Leadership** - Creates and improves their work group so that it raises its performance over time in changing circumstances.
- **Coaching** - Guides and helps others to develop the behaviours critical to the organisation's current and future success.
- **Customer Focus** - Provides an end to end customer experience and meets the customer's expectations and needs.
- **Innovative Decision-Making** - Makes effective decisions and innovations which make a step change in the performance of their work group.
- **Initiative** - Remains proactive and takes prompt action to accomplish goals.
- **Operational Awareness** - Is attentive to the opportunities and threats to the organisation.
- **Performance Management** - Ensures the appropriate performance of all direct reports over time.
- **Resource Management** - Manages all the equipment, materials, financials and human resources to meet the required output by the required time.
- **Results Orientation** - Continuously works towards the goal with high levels of effort to achieve it.
- **Self-Development** - Understands own strengths and development areas, and takes action to continually improve behaviour in the work place over the long term.
- **Strategic Insight** - Is attentive to the opportunities and threats of factors external to the organisation.
- **Team Work** - Relates with others in their team to achieve the work group's goals over time

Other Relevant Information

- This position description is an overview of the role; changes to the position should be expected reflecting changes in organisational goals and objectives, activities or job focus.
- Staff members must comply with policies, procedures, delegations, legislation and other obligations relevant to CenITex.
- In the area of OHS, all staff members are responsible for following reasonable instruction, cooperating with their employer, and at all times taking reasonable care for own health and safety and the health and safety of other people who may be affected by your conduct in the workplace.