

Financial Systems Supervisor POSITION DESCRIPTION



Position Number:	2653
Department:	Organisation Services
Section:	Finance
Unit:	Financial Systems
Position Status:	Permanent Full Time
Classification:	Level 7 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	Manager Finance
Revised:	February 2026

General Position Statement

This position supports Council's direction by effectively coordinating the functions of the Financial Systems team through the provision of specialist and professional advice within the Finance Team and the wider organisation.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Coordinate the development and maintenance of effective and efficient financial and asset systems, particularly in relation to TechnologyOne Ci Anywhere, to support continuous business improvement.
- Coordinate Council's overall financial framework and translation of business requirements in terms of developing systems reporting capability in all systems and modules as required.
- Provide specialist advice in respect of various work process initiatives in regards to system capability and potential.
- Coordinate system changes, new implementations, major upgrades and lead testing processes in liaison with other Council teams.
- Support the training and overview of new system functionality released during upgrades to ensure Council has a well-trained and skilled financial and assets systems user base.
- Build a high performing and results orientated team.
- Ensure a high level of customer service through the maintenance of customer service standards.
- Ensure sufficient system controls to minimise any risk to the security of financial and asset information in accordance with statutory requirements, Council policy and the unit's objectives.
- Contribute to a customer service focused culture that is committed to Council's values and strategic objectives, both with internal and external customers.
- Take a leading role to ensure that you and your team operate effectively and harmoniously within the Finance Section and Council as a whole.

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- Manage the team's human and physical resources in an efficient and cost effective manner.
- Responsible for the development and oversight of the team's budget.
- Undertake specialised projects as directed.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Strong analytical and problem solving ability with ability to design processes and achieve results.
- Demonstrated experience with financial systems control, analysis and reporting, along with highly developed analytical skills.
- Proven capability in functional systems administration, including report writing, understanding data structures, systems interfacing and ability to troubleshoot.
- Significant working knowledge or ability to quickly acquire knowledge of relevant Local Government operations and legislative framework and accounting practices.
- Ability to effectively maintain the integrity of Council financial system, TechnologyOne Ci Anywhere, and a highly developed knowledge of the MS Office Suite (particularly Excel).
- High level proficiency in comprehensive report writing and demonstrated ability to produce logical, plain English, and professional written communication.
- Demonstrated strong capacity to plan workload, achieve set goals and meet deadlines.
- Excellent project management and organisational skills relevant to the position.
- Excellent communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet the requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, define and deliver goals that are SMART – *Specific, Measurable, Achievable, Relevant and Timely*.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to Change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

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- Manage Career/Development – Ability to identify development activities required to perform current role and opportunities to develop to meet career expectations (as applicable).
- Manage Resilience and Wellbeing – Commitment and the ability to participate in safety programs to support safety, health and wellbeing in the workplace.

Qualifications

- Tertiary qualifications in business, accounting, information technology or other relevant discipline along with experience in managing financial systems or large corporate applications.

Desirable Qualifications

- Relevant postgraduate qualifications and/or demonstrable experience leading systems projects

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development*.

Leadership Capabilities

- Council's Leadership Capability Framework – meets standards of performance and behaviours in line with our Leadership Capability Framework and leadership level **Operational Leadership**: *Build and maintain Trust; Deliver Results, Customer and Community Driven, Lead and Enable Change and Commit to Personal Growth*. **Further Information Appendix A.**

Additional Requirements

- Ability to work in an office environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

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Appendix A: Leadership Capability Framework – Leadership Level Operational Leadership (Team Leaders and Supervisors)

Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
Build and Maintain Trust	Engage and Inspire our People	Ensures alignment between work and Council's vision to engage and inspire others.
	Empower our People	Empowers others and builds trust and confidence through coaching.
	Enable Teamwork and Collaboration	Ensures teamwork and collaboration within and across teams.
	Effectively Communicate across the Organisation	Fosters open and transparent two way communication and ensures that communications are received and understood by team members and other stakeholders.
	Build Effective Enduring Relationships	Engaging in and supporting others to build effective and enduring relationships built on trust and respect.
Deliver Results	Manage People Performance	Ensures the alignment and achievement of goals through setting clear expectations, providing feedback, support and recognition to employees.
	Develop our People	Identify opportunities to provide development opportunities and coaching to others.
	Demonstrate Ethical and Accountable Decision Making	Develops own and team's organisational, political and cultural awareness.
	Demonstrate Organisational and Situational Awareness	Makes decisions in situations where there is scope for interpretation.
	Maintain a Strategic Focus	Coordinates resources to achieve Council's strategic objectives and supports others to understand how their role aligns.
	Plan and Organise Resources	Plan and organise resources to ensure the team delivers work within deadlines of to a quality standard in a safe and cost effective manner.
Customer / Community Driven	Be Customer and Community Focused	Focus on the purpose of Council and delivering what's best for the customer and community in line with vision.
	Manage customer and stakeholder relationships	Anticipates and adapts to customer and stakeholder needs.
Lead and Enable Change	Lead Change Effectively	Manages the process of change to ensure successful implementation.
	Lead Continuous improvement and Innovation	Supports others to identify, gain acceptance and implement continuous improvement opportunities.
Commit to Personal Growth	Commit to Personal Growth and Learning Agility	Commits to own personal growth and learning agility and shares learnings with others.
	Lead with Emotional Intelligence	Develops emotional intelligence and awareness of impact of actions on others.
	Build and maintain Technical and Operational Competence	Maintains own technical and operational competence and supports others to develop and maintain their competence.