



## FINANCE BUSINESS PARTNER POSITION DESCRIPTION

<b>Department:</b>	Chief Executive Office
<b>Unit:</b>	Finance
<b>Section:</b>	
<b>Reports To:</b>	Chief Finance Officer The Position is also expected to work in collaboration with other staff across the organisation.
<b>Direct Reports:</b>	Nil
<b>Classification:</b>	South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement General Officer, Level 6
<b>Special Conditions:</b>	Some out of hours work may be required.

### PURPOSE

The Finance Business Partner is responsible to deliver strategic financial outcomes associated with the Council's financial management and budget. The position is responsible for providing high-quality financial advice, financial modelling, accounting services, financial business improvements and support across the organisation.

The Finance Business Partner provides a conduit between the Finance Unit and the organisation and in particular, the position is responsible for partnering with the Council's Business Units to deliver strategies and goals related to financial performance of the Unit, including:

- assisting in coordinating budgeting and forecasting;
- preparing relevant financial reports;
- undertaking financial analysis;
- identifying business improvement opportunities; and
- providing financial advice.

The Finance Business Partner will assist in preparing the Council's annual budget and provide advice and prepare budget reports for the Chief Executive Officer, Executive Leadership Team and the Elected Members as requested.

From time-to-time, the Finance Business Partner may be required to undertake other accounting and administration duties to support the Finance Unit and Council staff, as requested.

The Finance Business Partner undertakes duties with due diligence, in a timely and accurate manner and in accordance with all relevant legislation, processes and procedures as required.

### KEY RESPONSIBILITIES

- Provide a financial business partnering service to the Chief Executive Officer, Executive Leadership Team, Senior Management and the organisation.
- Deliver key financial strategies and goals.
- Deliver high-quality timely and accurate financial analysis, advice, budget preparation, support, monitoring and reporting.
- Contribute to financial planning, business planning and annual budget for the organisations Business Units.
- Provide information, support and advice in financial management techniques and best practices.
- Identify opportunities for continuous improvements and work with the business units to implement financial improvements.
- Develop rapport and relationships with staff and key Stakeholders and understand each Business Units' financial performance needs.
- Partner with Business Units to:
  - deliver strategic financial goals and strategies;
  - prepare financial proposals, business cases and funding initiatives;
  - respond to enquiries and requests regarding financial matters;
  - provide assistance and advice on project funding; and
  - undertake reconciliations and General Ledger processing for Business Units as required.
- Assist in developing, analysing and managing financial models and current Assets and Liabilities.

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- Provide data, information and reporting to staff and the organisation, to assist staff in making sound financial decisions or can be used in weekly and monthly estimates.
- Design, prepare, analyse and monitor periodic financial reporting for the organisation and each of the organisation's Business Units.
- Present findings and financial analysis as required.
- Review financials matters, projects and reports to identify risks to the organisation and under-performance and implement strategies to mitigate risk and manage under- performance in a timely manner.
- Assess and evaluate the financial impact of new investment opportunities.
- Assist with the preparation of the annual budget and quarterly reviews.
- Assist in coordinating budgets and forecasting processes.
- Provide an effective, efficient and timely financial service, that complies with state and federal legislation to the organisation and its stakeholders.
- Assist in the preparation of end of year and statutory accounting processes.
- Assist in the Council's internal and external auditing processes as required.
- Ensure enquiries received from staff, management and external parties are addressed and resolved in an efficient, effective, timely and pleasant manner.
- Provide accurate, efficient, timely, relevant and viable financial advice to other staff.
- Ensure all corporate records are maintained in accordance with the *State Records Act 1997* and the Council's expectations.
- Identify opportunities for improvement related to financial practices and processes.
- Communicate, plan and work closely with the Councils, Chief Financial Officer, General Managers and Senior Managers to implement improvements.
- Ensure the Council's operations relating to financial Policies, practices and regulations are current, relevant and best practice.

### **SELECTION CRITERIA**

#### **ESSENTIAL CRITERIA**

- Tertiary Qualification in Finance, Accounting (Essential)
- Minimum five (5) years' experience working in Finance, Accounting position.
- Knowledge of Australian taxation and financial legislation and requirements
- High level of user knowledge in Excel, Word and databases.
- Knowledge of Local Government Business Practices and Commercial Business practices
- Sound interpersonal and communication skills
- Proven knowledge and understanding of accounting and finance regulatory, compliance and reporting requirements.
- Financial modelling skills
- Attention to detail and accuracy
- Can work autonomously
- Advanced proficiency and knowledge of the Microsoft suite of systems
- Ability to maintain confidentiality, diplomacy, sensitivity and privacy with information.
- Sound decision making skills
- Ability to resolve complex problems
- Ability to set goal for self and set financial goals for business units and the organisation

#### **DESIRABLE CRITERIA**

- Knowledge of relevant areas of the *Local Government Act 1999* (desirable)

### **JOB REQUIREMENTS**

- National Criminal Record (Police) Clearance with no adverse findings.
- Department of Human Services (DHS) Working With Children Clearance
- Current drivers licence
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

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### WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

All Workers Are responsible for:

- Prioritising safety in the workplace.
- Taking reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
- Complying with legislation, policies, procedures and participating in WHS training.
- Proactively identifying and reporting hazards, incidents, injuries and property damage, using appropriate reporting systems.
- Using tools and equipment correctly to protect the health and safety of yourself and others.
- Ensuring you are medically and physically fit to undertake the requirements of your position.
- Following reasonable safety instructions.
- Not attending work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.

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POSITION DESCRIPTION**

**WHO WE ARE**



**AGREEMENT**

By accepting this position, you acknowledge and agree to the following:

- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
- I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
- I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
- I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
- I accept my role in fulfilling the Council's Values and Strategic Goals.

**APPROVED BY:**

**READ & AGREED TO BY:**

\_\_\_\_\_  
 Mario Barone PSM  
**CHIEF EXECUTIVE OFFICER**  
 Date \_\_\_\_\_

\_\_\_\_\_  
 Insert Name of Incumbent.  
**FINANCE BUSINESS PARTNER**  
 Date \_\_\_\_\_