



## POSITION DESCRIPTION

<b>Position Title:</b>	Finance Business Partner (Capital)		
<b>Classification:</b>	<b>Band 7</b>	<b>Status</b>	<b>Permanent, Ongoing</b>
<b>Group:</b>	<b>Corporate Services</b>	<b>Business Unit:</b>	<b>Finance</b>
<b>Reports to:</b>	<b>Coordinator Financial Planning and Performance</b>		
<b>Direct Reports:</b>	<b>Nil</b>	<b>Date:</b>	<b>Apr 2025</b>

## ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

## POSITION OBJECTIVES

This position is a key conduit between the Finance Unit, Capital Planning and Delivery teams, the Asset Management team, and the wider organisation, delivering quality financial analysis, advice and support to assist effective financial management and decision making. A key priority is to add value and insight through business partnering with leaders, project managers and other key stakeholders to promote financial compliance and long-term sustainability, specifically in relation to Council's Capital Works Program.

This position ensures delivery of accurate and timely financial information, budget and forecast preparation, monitoring and reporting, contributes to the capital planning process and ensures stakeholders have the necessary support and information to enable best practice financial management.

The role is instrumental in developing the financial literacy, compliance, capability and accountability of the stakeholders it supports and is an influential communicator of operational and capital budgeting, analysis and reporting across the organisation.

## KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:



- Work effectively as a trusted business partner with relevant stakeholders and capital project managers to provide quality financial analysis, advice and support that meets their service needs, legislative requirements, and Council policies and procedures.
- Ensures stakeholders have the appropriate access to, and understanding of, systems and resources to enable effective financial management of their projects and programs.
- Effectively communicate quality monthly financial reports and provide advice and guidance on budget processes and financial forecasts to ensure robust and realistic representations of projects and the wider Capital Works Program are provided.
- Ensure key stakeholders are advised of relevant reporting requirements, financial risks, appropriate financial controls, financial trends and issues that may affect the delivery of their projects for Council.
- Actively contribute to Council's annual and long-term financial and capital planning process and documents. This includes contributing to data gathering, assumptions, analysis and reporting including benchmarking and other performance measurement where appropriate.
- Prepare and review periodic accounting reports to meet relevant statutory and contractual obligations.
- Actively contribute to the preparation of Council's Annual Financial and Performance Statements, including allocated disclosure notes, asset accounting processes, account reconciliations, financial calculations, addressing audit requests and providing input to the annual report.
- Effectively prepare and review financial transactions in line with regular reporting timeframes. This may include completion of acquittals, journals, accruals, over-viewing payment runs, general ledger and subsidiary ledger account reconciliations, Developer Contribution Plan (DCP) reporting and investigating internal system controls.
- Monitor and analyse activity against financial performance indicators to present and discuss reasoning and strategies for variance results.
- Work closely with the Capital Planning and Delivery teams, the Asset Management team and Developer Contribution Plan (DCP) subject matter experts to communicate the financial impact of proposed and ongoing capital works to positively influence outcomes meeting the Council Plan.
- Determine financial impacts of proposed and ongoing grant applications, reporting processes, acquittals and audits to positively influence outcomes meeting the Council Plan.
- Analyse and report financial accounting data to provide recommendations for and support and testing of effective internal controls for financial sustainability and governance.
- Participate in projects which aim to build and maintain effective financial capability through identification and continuous improvement of processes, policies and systems in Council.
- Any other duties within the limits of the employee's skill, competence and training.

#### **POLICY AND PROCEDURE COMPLIANCE**

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

#### **OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES**

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.

- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required

#### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Accountability for the quality, accuracy and effectiveness of the accounting for capital planning and delivery.
- The freedom to act is subject to professional and regulatory review.
- Contributing to the delivery of financial compliance, planning and reporting services.
- Provide specialist advice, direction and expertise on policy, goals and projects to employees, leaders and key stakeholders to support the achievement of the Council Plan and organisational strategy and goals.
- Position has input into policy development. The work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.
- Providing support to senior leaders within the Finance team when requested.

#### **JUDGMENT AND DECISION MAKING**

- Operate in a specialised environment with limited day-to-day management.
- Exercise independent judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement.
- Assemble, analyse and utilise information for decision making and problem resolution regarding financial planning, budgeting, forecasting and reporting in relation to the development, delivery and reporting of Council's capital works program.
- Identify, develop and advise on appropriate business processes, systems, policies, procedures and internal controls to meet the financial needs of Council and statutory and professional accounting standards requirements.
- These positions are essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent.
- Guidance is not always available within the organisation.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- Discretion is required to determine appropriate tools and techniques to apply when guidance and advice is not available within Council.

#### **SPECIALIST KNOWLEDGE AND SKILLS**

- High level accounting skills in relation to project accounting, general ledger accounting, budgeting, financial analysis and business analysis.
- Excellent knowledge and understanding of financial compliance, planning and reporting legislation.
- Sound knowledge and application of accounting principles, processes and procedures, including the ability to explain potential impact to business processes when changes are required to maintain statutory compliance and professional accounting standards.
- Highly developed skills in business partnering and capital project delivery and processes.
- Highly developed skills in completing periodic financial processes and reporting, including preparation and presentation of supporting documentation and reports to key stakeholders.

- Well-developed skills in creating and maintaining financial policies and procedures, including communicating changes to affected business processes.
- High level of knowledge in the application of spreadsheet, database, financial reporting analysis, web based software systems and ERP systems relating to financial operations.
- An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Possess comprehensive working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.

## **INTERPERSONAL SKILLS**

- Highly developed verbal and written communication skills including the ability to explain accounting concepts, policy and procedure and provide expert financial and accounting advice to a wide range of audiences.
- Ability to work effectively with and gain the confidence and cooperation of stakeholders and other staff to discuss and resolve accounting issues and achieve high levels of commitment and output.
- Well-developed customer service ethic and commitment to improving service delivery in a team environment.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of a team to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.

## **MANAGEMENT SKILLS**

- Strong skills in managing time, setting priorities and planning and organising schedules for own work as well as for projects with multiple participants.
- Ability to coach and guide and support a team to ensure effective and efficient service delivery.
- Ability to plan, prioritise and organise work, both on an individual and team basis, within a set timeframe and in an environment of change and conflicting demands.
- Ability to initiate, recommend and implement improvements to procedures and techniques.
- Ability to solve complex problems through discussion, negotiation and teamwork.
- Ability to set objectives and achieve goals with the area of responsibility.
- Lead and influence a collaborative and innovative values-based culture.
- Foster innovation and improves work practices and processes.

## **QUALIFICATIONS AND EXPERIENCE**

- CPA / CA ANZ qualification and membership.
- Demonstrated experience in planning, budgeting, financial analysis and financial reporting with the ability to exemplify financial management best practice.
- Demonstrated leadership capability and experience
- Experience in leading, mentoring and supporting a team of diverse professionals
- Data analysis and report writing, with a strong attention to detail.

## **KEY SELECTION CRITERIA**

- Degree or Diploma with several years subsequent relevant experience.
- Leadership capability and demonstrated management experience.
- Experience in leading, mentoring and developing a team of diverse professionals.
- Demonstrated experience in building and maintaining trusted partnerships and relationships with key stakeholders, including senior leaders and managers to deliver excellent customer service, gain cooperation and negotiate directions and outcomes.

- Strong business and financial analysis skills, including the ability to correctly interpret, analyse and translate into meaningful information for a wide range of stakeholders including senior leaders.
- Demonstrated in-depth experience in effectively managing data across a range of integrated financial management and budgeting systems
- Contemporary understanding of and experience working in the areas of business planning, performance measurement and improvement, and benchmarking.
- Highly developed financial accounting skills, including preparation of statutory compliance and taxation reports, monthly balance sheet reconciliations, journals, annual financial statements and completing tasks required for audit processes.
- Ability to identify and explain accounting standards as they impact business process improvements and assist in the implementation of policies and procedures.
- Demonstrated project management and change management in delivering new ways of working, systems and processes across a variety of stakeholders.
- Demonstrated knowledge and ability to interpret and apply Local Government legislation and regulations, Australian Accounting Standards, accounting principles and practices.
- Demonstrated experience in successful workload management to meet tight deadlines and balance changing priorities, while maintaining attention to detail and producing high quality service.

## CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

<b>Tenure</b>	This is a full-time ongoing position.
<b>Pre-employment checks</b>	All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.