

## POSITION DESCRIPTION

# FINANCE PARTNER CORPORATE SERVICES

### Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

### Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

### Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.  
Our systems, processes and tools are contemporary and reflect leading practice.  
Our assets and finances are managed with good stewardship.

### We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### Our Organisational Values

Make a Difference	Grow & Improve	Better Together
We serve our community well	We improve our work everyday	We collaborate & create to deliver meaningful outcomes
<ul style="list-style-type: none"> <li>• Deliver public good</li> <li>• Improve the quality of people's lives</li> <li>• Community focussed</li> <li>• Deliver Council's City Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Innovate</li> <li>• Continuously improve</li> <li>• Problem solve</li> <li>• Adapt &amp; change</li> <li>• Engage the community</li> <li>• Shape the future</li> </ul>	<ul style="list-style-type: none"> <li>• Trust, honesty, integrity</li> <li>• Care &amp; support each other</li> <li>• Work as a team</li> <li>• We celebrate success</li> <li>• We are accountable</li> <li>• Open communication</li> </ul>

# POSITION DESCRIPTION



The position is:

Position Title	Finance Partner Corporate Services		
Department & Section	Corporate Services – Finance		
Team	Planning and Analysis		
Reporting to	Team Leader Planning and Analysis		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 6		
Position Number	3260	Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

## How does this position contribute to our community?

- Provides critical decision support by partnering with management to ensure there is a focus on financial discipline and operational efficiency, ensuring rate increases are kept as low as possible for our community.
- Robust budgets and ongoing reporting against forecast provide the community with transparency and confidence in financial decision making and service provision.
- Enhances our strong financial management, ensuring that we continue to deliver outcomes valued by our community, in a financially responsible manner.

## What does the position do?

- Provides Subject Matter Expertise (SME) regarding budgeting, forecasting, long-term financial planning, costing and management accounting.
- Provision of expert specialist advice and operational insights for management in relation to Corporate Services Directorate operations.
- Coordinate all financial planning activities for the operations of the Corporate Services Directorate, including the Annual Budget, Quarterly Budget Reviews, Forecasting and Long-Term Financial Plan.
- Prepares detailed and properly phased budgets for fees & charges, operating grants, salaries & wages, and other operating income and expenditure.
- Prepare and review financial acquittals for grants and subsidies, ensuring compliance with funding agreements, accurate reconciliation of expenditure, and timely submission of required documentation
- Develop decision support dashboards and insights for senior management, including service costing, asset utilisation, employee costs, overheads and trends.
- Provide operational management with customised reporting aligned to unique business challenges and requirements.
- Provide a Finance Partnering service for the Corporate Services Directorate to build financial acumen, systems knowledge, and decision support resources for senior management.
- Undertake budget assurance to ensure project and operational forecasts are accurate, aligned with strategic priorities, and deliverable.
- Coordinate monthly management reporting processes in accordance with published corporate deadlines.
- Together with the Planning & Analysis team, review project costing and overhead allocation methodology to ensure these represent an efficient, contemporary approach.
- Support the Corporate Accounting team in preparation of annual financial statements, internal control compliance, and other regular accounting and reporting obligations.

- Investigate and implement system or process improvements.
- Other reasonable duties as required.

## **What outcomes does the position deliver?**

- Budgets and financial forecasts are accurate, timely, based on reasonable assumptions, and have clear alignment to strategic objectives of Council.
- Budget Officers are empowered through regular engagement and coaching in interpreting financial performance, managing budgets, and meeting accountability expectations.
- Senior and operational management have a strong strategic finance partner to support delivery of community programs, projects, services and reporting of outcomes.
- Evidence-based decision making is enhanced through insightful financial analysis, scenario modelling, and options appraisal that support both short-term and long-term planning.
- Financial sustainability principles are embedded into service planning and business cases, enabling Council to maintain or improve services without compromising future viability.
- Proactive identification of financial risks and opportunities enables early intervention and informed decision-making by senior leadership and elected members.
- Funding and grant opportunities are optimised, with financial input provided into submissions, acquittals, and post-implementation evaluations.

## **The behaviours we expect the position to contribute to our workplace are:**

- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Sound problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts

## **Qualifications for the position**

- Tertiary qualification in accounting or commerce (or equivalent).
- Post-graduate professional qualifications (i.e. CA/CPA).

## **Experience**

- Demonstrated experience in providing expert recommendations and commercially sound advice to senior and operational management.
- Experience solving complex problems through analysis and critical thinking, drawing insights from a range of qualitative and quantitative sources.
- Demonstrated experience influencing, negotiating, and engaging positively with a diverse range of stakeholders to achieve improved outcomes.
- Experience working in a complex environment and the ability to prioritise and meet diverse customer needs.
- Experience in Local Government is desirable.
- Experience using Microsoft software (e.g. Outlook, Teams, Word, Excel) is essential.

## Knowledge

- Knowledge of relevant sections of the Local Government Act 1999 and supporting Regulations.
- Strong technical understanding of Australian Accounting Standards.
- Significant exposure to strategic management accounting and/or business partnering functions in a large, complex, and diverse organisation.
- Sound knowledge of Council policies and strategic objectives.
- Demonstrated ability to research, interpret and apply legislation to complex situations.
- Effective time management skills and flexible to changing priorities/environments.
- Demonstrated understanding of project management principles.

## Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

## Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

## Procurement and Contract Management

- Responsible for complying with Councils procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities

## Our Safety and Return to Work Commitments

### All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_