



Position Description – Finance Business Partner

Division	Corporate Services
Portfolio	Financial Services
Business Unit	Financial Services
Level	Level 7
Reports To	Business Partner and Strategy Lead
Prescribed Position	No

Position Objective

Provide proactive business partnering support to managers and General Managers within assigned portfolios through accurate reporting, practical analysis and clear financial advice that supports informed decision making. The role contributes to effective budgeting, forecasting and month-end processes, while supporting a culture of strong financial discipline, delivering responsive service with a focus on continuous improvement.

Key Responsibilities

- Build effective working relationships with managers and stakeholders across assigned areas to provide responsive, customer-focused financial advice and support.
- Support budget development, forecasting and month-end processes within assigned portfolios, working collaboratively with stakeholders to strengthen financial understanding, accountability and decision making.
- Prepare accurate and timely financial reporting, including variance analysis and concise commentary that explains performance against budget and forecast.
- Work with managers to monitor budgets and forecasts within assigned areas, identify key drivers and emerging issues, and provide practical financial insights to support informed decision making.
- Undertake transactional month-end activities where required, including reconciliations and related finance tasks, ensuring accuracy, timeliness and compliance with established processes.
- Prepare financial analysis and supporting information for business cases, operational initiatives and other decision-making needs within assigned portfolios.

- Support managers to improve financial literacy, budget ownership and understanding of financial drivers through practical guidance and clear financial information.
- Identify opportunities and contribute to incremental improvements in financial processes, reporting practices and systems usage, in consultation with the Financial Services team, to support efficiency, consistency and service delivery.
- Apply relevant accounting standards, financial controls, policies and procedures in the preparation of financial reports, reconciliations, analysis and advice.
- Contribute positively to the Financial Services team by sharing knowledge, supporting colleagues and helping to strengthen a proactive, service-oriented finance culture.
- Contribute positively to Council's constructive culture by demonstrating the values that guide decision making and the delivery of outcomes for our community.
- Support the delivery of a customer experience that is responsive, delivered with care and aligned with Council's service expectations.
- Actively identify and manage day-to-day risks associated with responsibilities, activities and projects.
- Take reasonable care for your own health and wellbeing, and that of others, in accordance with the Work Health and Safety Act 2012 and Council's Work Health and Safety Management System.
- Promote and maintain a child safe environment and take action in accordance with Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Well-developed business partnering and stakeholder engagement skills, with the ability to build credible working relationships and communicate financial information clearly and confidently to managers and other stakeholders.
- Strong analytical and problem-solving skills, with the ability to interpret financial results, identify key drivers, highlight emerging issues and provide practical insights to support decision making.
- Well-developed communication skills, with the ability to translate financial information into clear, practical advice for stakeholders with varying levels of financial literacy.
- Well-developed planning and organisational skills, with the ability to manage competing priorities and deliver accurate work within required timeframes.

Knowledge

- Working knowledge of management accounting, budgeting, forecasting and month-end reporting practices, and how these support operational and organisational decision making.

- Understanding of financial controls, accounting standards and relevant legislative or policy requirements within a complex organisation, and the ability to apply these in day-to-day work.
- Familiarity with finance systems and reporting tools, with a focus on process improvement, consistency and better ways of working.

Experience

- Experience in a finance or management accounting role involving reporting, budgeting, forecasting and business partnering support to operational stakeholders.
- Experience preparing financial analysis, reconciliations and commentary that supports informed decision making and helps explain financial performance to non-financial stakeholders.
- Experience working collaboratively with stakeholders to improve processes, solve problems and deliver practical outcomes in a customer-focused finance environment will be highly regarded.

Qualifications & Requirements

A degree in Accounting, Finance or Related Discipline	Essential
CPA/CA Qualification	Essential
Car Licence	Essential