POSITION DESCRIPTION

Finance Partner – City Assets

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
A City where people have the opportunity to connect and flourish	*A City with a thriving economy that enriches its local community*	*A City that values its natural environment*	*An accessible City where people love to be*

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
We serve our community well

- Deliver public good
- Improve the quality of people's lives
- Community focussed
- Deliver Council's City Plan

Grow & Improve
We improve our work everyday

- Innovate
- Continuously improve
- Problem solve
- Adapt & change
- Engage the community
- Shape the future

Better Together
We collaborate & create to deliver meaningful outcomes

- Trust, honesty, integrity
- Care & support each other
- Work as a team
- We celebrate success
- We are accountable
- Open communication

The position is:

Position Title	**Finance Partner – City Assets**		
Department & Section	**Corporate Services, Finance**		
Team	**Planning & Analysis**		
Reporting to	**Team Leader Planning & Analysis**		
Positions Reporting to it	**Nil**		
Classification and Stream	**MOA Level 6**		
Position Number	3262	**Prescribed Position:**	**YES** ☐ **NO** ☒

How does this position contribute to our community?
This role partners with leaders across Council to provide trusted financial advice, analysis and decision support. Through effective budgeting, forecasting and reporting, it builds financial capability and accountability, ensuring community resources are managed responsibly, services are delivered sustainably, and impacts on ratepayers are minimised.

What does the position do?

- Provides subject matter expertise in budgeting, costing, management accounting, asset accounting and financial analysis to support informed decision making across the City Assets Directorate.
- Builds trusted partnerships with leaders across the City Assets Directorate to understand operational priorities, identify financial risks and opportunities, challenge assumptions and translate financial information into practical advice that supports informed decision making.
- Partners with City Assets leaders and budget owners to coordinate financial planning activities, including the Annual Budget, Quarterly Budget Reviews and Long-Term Financial Plans, ensuring plans are jointly developed, reflect operational priorities and risks, and support shared accountability for financially sustainable outcomes.
- Partners with City Assets leaders and budget owners to jointly develop detailed and appropriately phased budgets and forecasts, providing advice and constructively challenge to ensure assumptions reflect operational priorities and requirements across capital works, operating expenditure, grants, fees and charges, salaries and wages, depreciation, asset disposals, revaluations and impairments.
- Provides advice and financial insights to support the Asset Accountant in maintaining Council's asset registers and managing asset capitalisation, disposal, depreciation, revaluation and impairment processes in accordance with relevant accounting standards.
- Works collaboratively with the Business Analyst and operational stakeholders to collate, validate and interpret financial and operational data, and develop dashboards, reports and insights that support performance monitoring and strategic and operational decision making.
- Maintains regular engagement with senior leaders, operational managers, project managers and asset custodians to understand business needs, provide customised financial analysis and reporting, and support the resolution of emerging operational and financial challenges.
- Undertakes budget assurance activities to ensure project and operational forecasts are accurate, aligned with strategic priorities and financially sustainable.
- Coordinates monthly management reporting processes and ensures compliance with corporate reporting deadlines.
- Collaborates with the other Finance Partners in the development of executive reports and presentations.

- Is accountable for the ongoing management and maintenance of the capital cost allocation model in collaboration with the Finance Systems team.
- Reviews and improves project costing, capital cost allocation methodologies, systems and business processes to support contemporary and efficient financial management practices.
- Supports the preparation of annual financial statements, internal control compliance activities and other statutory and corporate reporting requirements.
- Tests system upgrades, identifies issues and contributes to the successful implementation of financial system enhancements.
- Undertakes other reasonable duties as required.
- Work at other locations within Council if required

What outcomes does the position deliver?

- Budgets and financial forecasts are accurate, timely, based on reasonable assumptions, financially sustainable, and clearly aligned to Council's strategic objectives.
- Senior leaders, operational managers, project managers and asset custodians have a trusted and proactive finance partner who understands their business.
- Organisational financial acumen is strengthened, with improved capability in operational, service and project costing, capital project planning, and whole of life asset management.
- Financial reporting, dashboards and business insights support informed decision making, performance monitoring, accountability and continuous improvement across the City Assets Directorate.
- Capital cost allocation and costing methodologies are contemporary, fit for purpose, transparent and well understood across the organisation.
- Asset and operational forecasts, budgets and financial plans are robust, achievable and support the efficient allocation of Council resources.
- Appropriate financial policies, governance frameworks and internal controls are maintained to mitigate the risk of material misstatement and ensure compliance with statutory and corporate obligations.
- Systems, processes and financial management practices are continuously reviewed and enhanced to improve efficiency, accuracy and service outcomes.

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

- Communicates clearly and openly, translating complex information into practical insights and sharing information in a timely manner.
- Maintains a strong customer and community focus, working with stakeholders to deliver practical, responsive and financially sustainable outcomes.
- Consistently demonstrates the PAE Values and Code of Conduct, acting with integrity, accountability and professional independence.
- Builds trusted and credible relationships through curiosity, active listening, responsiveness and reliable follow-through.
- Applies sound judgement, constructive challenge and innovative thinking to solve problems and support evidence-based decisions.
- Takes ownership of commitments, works proactively with stakeholders and follows through to achieve agreed outcomes.
- Actively seeks feedback and opportunities to strengthen personal capability, business understanding and professional practice.
- Adapts constructively to changing priorities, stakeholder needs and new ideas, remaining flexible and solutions focused.

Qualifications for the position

- Tertiary qualification in accounting or commerce (or equivalent).

- Post-graduate professional qualifications (i.e. CA/CPA).

Experience

- Demonstrated experience acting as a trusted finance partner to senior and operational leaders, providing expert recommendations, strategic insights, constructive challenge and commercially sound advice.
- Experience working collaboratively with stakeholders to solve complex business problems, using analysis, critical thinking and qualitative and quantitative information to jointly develop practical solutions and support informed decision making.
- Demonstrated ability to build trusted relationships, influence and negotiate with a diverse range of stakeholders, and achieve outcomes through collaboration and credibility without relying on direct authority.
- Experience partnering across a complex and dynamic environment, adapting the approach to diverse stakeholder needs, balancing competing priorities and maintaining responsive, reliable support.
- Demonstrated experience working alongside operational leaders and budget owners to understand the business, strengthen financial capability and accountability, and jointly improve financial performance and organisational outcomes.
- Experience in Local Government is desirable.
- Demonstrated proficiency in Microsoft Office applications, including Outlook, Teams, Word and Excel.

Knowledge

- Knowledge of relevant sections of the Local Government Act 1999 and associated Regulations.
- Strong technical knowledge of Australian Accounting Standards and their application in a complex organisational environment.
- Significant experience in strategic management accounting, business partnering, asset costing, financial planning and performance reporting within a large, diverse organisation.
- Sound knowledge of Council policies, strategic objectives and governance frameworks.
- Demonstrated ability to research, interpret and apply legislation, policies and standards to complex business issues.
- Demonstrated understanding of project management principles and their application to operational and capital projects.
- Strong time management and organisational skills, with the ability to manage competing priorities and adapt to changing business needs and environments.
- Demonstrated ability to provide strategic financial insights that support evidence-based decision making and improved organisational outcomes.

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

- 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.