

POSITION DESCRIPTION

POSITION TITLE:	FINANCE BUSINESS PARTNER
CLASSIFICATION:	BAND 7
STATUS:	FULL TIME
BUSINESS UNIT:	FINANCE
DATE:	MARCH 2023

ORGANISATIONAL CONTEXT

Our vision is that the unique identity of our urban, hills and rural areas is strengthened. We meet the challenges we face together as a community. How we respond balances the needs of our people, businesses, our productive land and natural environments.

To undertake this vision successfully we are developing a skilled and professional workforce that embraces our organisational culture, values and demonstrates key leadership capabilities. We define our culture as working together, working differently and working for the future. The values of teamwork, respect, accountability, communication and customer focus underpin our work and our behaviours to ensure we deliver on the Council's vision while maintaining a healthy, engaging and inclusive workplace. The Leadership Capability Framework describes what we do as leaders and the Values form the basis of how we behave in the workplace and conduct the business of planning.

Council plays an important role in contributing to life in your community by providing many of the services and facilities that residents of all ages access every day. Council provides traditional local government services like local roads, waste management, and planning, building and animal control. But beyond this we provide much more. We work with residents from newborn babies to young people, families and our senior citizens.

Cardinia Shire Council values Inclusion and Gender Equality and does not condone any negative behaviours as outlined in our Workplace Behaviours policy. This includes, and is not limited to, discrimination, bullying, family violence, victimisation and breaches of our other workplace policy.

ORGANISATIONAL RELATIONSHIP

Reports to:	Team Leader – Financial Planning and Performance
Supervises/Direct Reports:	Nil
Internal Liaisons:	Senior leaders, Managers, Council staff
External Liaisons:	Banks, auditors, government departments and agencies, suppliers.

POSITION OBJECTIVES

- Working closely with Team Leaders in the Finance team, the position is a key conduit between the Finance unit and wider organisation, delivering quality financial analysis, advice and support to assist effective management decision making. A key priority is to add value and insight through business partnering with Managers and budget owners to promote long term financial sustainability.
- This position ensures delivery of accurate and timely financial information, budget and forecast preparation, monitoring and reporting, contributes to business planning and ensures Groups have the necessary support and information to enable best practice financial management.
- It is instrumental in developing the financial literacy, capability and accountability of the Groups it supports and is an influential communicator of operational and capital budgeting, analysis and reporting with stakeholders across the organisation.

KEY RESPONSIBILITIES

Business Planning, Performance Analysis and Reporting

- Advise and guide senior leaders on budget processes and protocols in developing business plan initiatives and make recommendations to and support budget owners in developing business cases.
- Challenge assumptions in the development of business cases, budgets and financial forecasts to ensure financial forecasts and recommendations are robust and realistic.
- Contribute to establishing and reviewing financial performance indicators to reflect effective budget setting, data gathering, analysis and reporting including benchmarking and other performance measurement where appropriate.
- Assist and guide Managers on process improvement initiatives and identify opportunities and challenges for the business.

Budget and Financial Management

- Actively contribute to Council's 10-year financial plan and 4-year budget preparation and capital planning process.
- Assist in the preparation of annual business unit operating and capital budgets in collaboration with Senior Leaders and Managers.
- Monitor and analyse activity against financial performance indicators including budgets (operating and capital) to present and discuss strategies for variance results.
- Effectively communicate quality monthly financial reports to key stakeholders to support variance reporting and forecasting.
- Provide financial and budget training and development to budget managers.
- Ensure financial reporting procedures and requirements are well understood by relevant managers and staff within the respective Units and are met in a timely and accurate manner.
- Identify and continuously improve systems and procedures, and financial and budgeting controls.
- Support the Finance team and business units with annual statutory reporting requirements, grant application processes and Developer Contribution Plan (DCP) financial reporting.
- Analyse and report on progress of Unit annual business plans.
- Assist with preparation of Council's Annual Financial Statements, including allocated statements and disclosure notes, addressing audit requests and providing input to the annual report.
- Complete assigned annual financial reporting, including LGPRF and Annual Performance Statement, Essential Services Commission Victoria and Victorian Local Government Grants Commission reports.

Finance Services Support

- Work closely as a trusted business partner with Groups and their associated business units to provide quality financial analysis, advice and support that meets their needs.
- Consult with all relevant stakeholders in the delivery of effective financial services and outcomes in accordance with professional practice, legislative requirements, Council policy and procedure.
- Ensure the Group and associated business units are advised of relevant financial risks, appropriate financial controls, financial trends and issues that affect the delivery of their services for Council.
- Ensure Groups and the associated business units have appropriate access to, and understanding of, systems and resources to enable effective financial management.
- Participate in projects which aim to build and maintain effective financial capability through continuous improvement of processes, policies and systems in Council.
- Work closely with DCP subject matter experts to communicate the financial impact of proposed and ongoing capital works in the Group, and associated business units, to positively influence outcomes meeting the Council Plan.
- Work closely with Financial Accounting team to communicate the financial impact of proposed and ongoing grant applications, reporting processes, acquittals and audits for the Group, and associated business units, to positively influence outcomes meeting the Council Plan.

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.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is accountable to the Team Leader, Financial Planning and Performance for:

- Providing of sound technical and specialist advice to the organisation on financial planning, analysis and reporting subject to Council policy and regular supervision.
- Contributing to the delivery of financial planning, budgeting and reporting services
- Freedom to act is governed by the policies, objectives and budgets subject to professional and regulatory review.
- Providing input to relevant organisational policies, strategies, processes and procedures.
- Providing support to senior leaders in the Finance team when requested.
- The impact of decisions made or advice given may have a substantial impact.

JUDGEMENT AND DECISION MAKING

- Assemble, analyse and utilise information for decision making and problem resolution regarding complex financial planning, budget, forecasting, reporting and treasury matters.
- Ability to determine the appropriate courses of action within established legislation, policies, guidelines and techniques to ensure internal control over finances is maintained.
- Make independent decisions and exercise delegated authority in relation to processing banking and investment transactions and general accounting issues.
- Identify, develop and advise units on appropriate business processes, systems, policies, procedures and internal controls to meet the financial planning, budgeting, management accounting and reporting needs of the organisation and statutory and professional accounting standards requirements.
- Discretion is required to determine appropriate financial planning, budgeting, management accounting and reporting tools and techniques to apply when guidance and advice is not available within the organisation.

SPECIALIST KNOWLEDGE AND SKILLS

- Excellent knowledge and understanding of financial planning, management and reporting legislation, including the Model Budget Statements
- 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 customer service delivery and processes.
- Highly developed skills in completing monthly financial processes and reporting, including preparation and presentation of supporting documentation and reports to key stakeholders This includes the ability to prepare statements of financial performance, financial position and cash flow from source data.
- Highly developed computer skills in financial modelling, performance reporting and data analysis.
- Well-developed analytical and conceptual thinking capability and ability to devise innovative and practical recommendations to resolve issues and progress organisational goals.
- Ability to effectively communicate finance and budget requirements to all key stakeholders.

MANAGEMENT SKILLS

- Strong skills in managing schedules, setting priorities, planning and organising schedules for own work as well as for projects with several participants.
- 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 within the area of one's responsibility.

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.

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.

KEY SELECTION CRITERIA

- Demonstrated high level 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 interpersonal and communication skills, particularly in the provision of professional financial advice and support to Managers and staff with limited financial training.
- 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 2021 and Cardinia's policies and procedures.

Tenure

This is a full-time ongoing position.

Pre-employment checks

All appointments are subject to a National Police Record Check, Working With Children Check, pre-employment medical check, and a six-month probationary period (new employees only). In line with recent Victorian Government announcements, positions in healthcare require the incumbent to have and maintain the necessary mandatory COVID-19 vaccinations.