

CatholicCare NT Role Description

Position Title		Finance Business Partner
Position Number	CC2348	
Salary	Base Salary SCHADS Level 7 Plus Superannuation Guarantee Contribution, 17.5% leave loading and salary packaging option	
EFT	Full time 38 hours per week	
Location	Darwin City	
Commencement	ASAP	
Completion	Ongoing	
Last Reviewed	April 2024	

1. Program Description

The Finance Department provides high level operational support, research, and advice to the Executive Team on matters such as financial management, financial planning, infrastructure management and information services. The goals are to provide business support to achieve efficient operation and to implement effective internal control.

The role of the Finance Team is to ensure that the organisation is compliant with taxation legislation and to ensure that staff remuneration and accounts are processed efficiently, to prepare and track the organisation's budgets and forecasts, and to report back on the progress against these throughout the year.

2. Purpose of the Position

The Finance Business Partner (FBP) is responsible for providing accurate and insightful financial information and advice. The position will support key stakeholders within the organisation to build financial acumen, improve financial performance in the areas of budget development, forecasting and reporting, review business processes and drive stakeholder engagement. The position will work alongside key business decision makers, influencing and shaping financial plans and advising on future direction.

The FBP position will design and develop data models and management reports using various tools that will enable analysis and monitoring of financial performance as well as assist in planning. This position has a particular focus on preparing financial acquittal reports.

3. Organisational Relationships

Significant delegate authority and reports to Chief Financial Officer.
May manage a section or organisation.

4. SCHADS Level 7 Characteristics

- Operate under limited direction and exercise managerial responsibility for various functions within a section and/or organisation or operate as a specialist, a member of a specialised professional team or independently.
- Involved in establishing operational procedures which impact on activities undertaken and outcomes achieved by the organisation and/or activities undertaken by sections of the community served by the organisation.
- Involved in the formation/establishment of programs, the procedures and work practices within the organisation and will be required to provide assistance to other employees and/or sections.
- Responsibility for decision-making and the provision of expert advice to other areas of the organisation.
- Undertake the control and co-ordination of the organisation and major work initiatives.
- Employees require a good understanding of the long-term goals of the organisation.
- Positions at this level may be identified by the level of responsibility for decision-making, the exercise of judgment and delegated authority and the provision of expert advice.
- Management of staff is normally a feature at this level.
- Set outcomes in relation to the organisation and may be required to negotiate matters on behalf of the organisation.

5. Key Responsibilities and Performance Standards

5.1 Managing Program Budgets and Acquittals

- Develop strong relationships with senior management to embed financial analysis and decision support within all areas of the business
- Manage the operating budget and forecasting process
- Preparation of program acquittals as per the contract guidelines and during the year and during the end of financial year.
- Identify and track key underlying performance trends and risks areas including maintaining suitable financial models
- Build a strong understanding of the fixed and variable costs
- Review expenditure (Opex and Capex) and benefit realization plans and support implementation with project managers and business owners.
- General month end procedures to identify accruals and prepayments in accordance with the accounting month end close process.
- Ad hoc analysis and projects as they arise

5.2 Perform and manage Reconciliations and Other duties

- Approve Accounts Payable and Accounts Receivable in SAP
- Verifying financial statements, ledgers, and accounts
- Preparing related party reports
- Manage Project Management module in SAP
- Assist finance team with other functions when team members on leave

5.3 Other general operations

- Participate in monthly Finance Meeting
- Assisting with the automation of financial department reports and processes to further streamline methods
- Assist Chief Financial Officer occasionally for performing reconciliations, managing fixed asset register, managing accounts payable & receivable, staff reimbursements and managing the corporate credit cards.
- Collaborate with the teams to work on various accounting projects

5.4 Supervision and Staff Management

- Provide supervision to identified staff based on the organisational team structure and monitor supervision practice for staff in line with CCNT policy.
- Ensure that staff are comprehensively orientated into the organisation and all probation requirements are completed.
- Support the development of a structure in your team that optimises service delivery and integration.
- Develop a staff culture that is consistent with CatholicCare NT values and build a strong culture of accountability and innovation.
- Ensure that all staff receive an annual performance appraisal in line with their anniversary date and develop an appropriate Employee Development Plan to address identified areas for development. When the need arises, you will oversee performance management of staff.
- Drive staff engagement with CatholicCare NT initiatives such as our Strategic Plan, Evaluation Strategy, Reconciliation Action Plan and Workforce Development Strategy.

5.5 Participate in Supervision and Evaluation activities by:

- entering accurate data and case notes in line with program requirements
- providing reports and feedback as requested
- actively participating in evaluation activities
- attending supervision to reflect and review case management practices as per CatholicCare NT policy

5.6 Safeguarding Children

Our organisation takes child protection seriously, and as an employee/volunteer of CatholicCare NT, you are required to meet the behaviour standards outlined in our Safeguarding Children and Young People Policy (ORG/SP/P030). You will have received a copy of this policy as part of your induction. You can also access a copy of this policy via the Intranet.

All staff are to provide a service in line with our safeguarding children policies and procedures and are required to report any concerns of abuse and neglect toward children and young people to the relevant authorities as per policy and procedure. Any criminal charges or convictions received during the course of employment/ volunteering that may indicate a possible risk to children and young people must be reported to the relevant Line Manager within forty-eight (48) hours.

6. Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the position and must demonstrate the following personal attributes:

- Compassion, empathy, sense of justice and tolerance
- Demonstrated organisational fit with ability to work within a culture and values framework
- Team player with ability to work with others in a spirit of trust, respect, reflection and accountability.
- Adaptable with resilience to work in difficult situations and willingness to work beyond the role description when required
- Ability to represent CCNT in a culturally appropriate and professional manner at all times.

7. Work Conditions

The Finance Business Partner is located in a shared finance office, however, by nature the role may require remote work and after hours work as approved by the Chief Financial Officer.

8. Selection Criteria

- 1) Bachelor's Degree in Accounting
- 2) CPA/CA Qualification
- 3) More than three years' experience within a large organisation (300+ employees across multiple sites) in budgeting and forecasting and working within a relevant management accounting position, ideally working with operational stakeholders.
- 4) Intermediate excel skills and the ability to proactively develop financial models to guide business decisions.
- 5) Strong communication and personable skills and the ability to build trust and influence key stakeholders.
- 6) Proficient in SAP and HR3 desirable.
- 7) Demonstrated cultural competency, particularly in working with Indigenous people and
- 8) Willingness and capacity to work according to the values and mission of CatholicCare NT, including the ability to work as part of a team and contribute to the development of the program.

9. Special Conditions

- 1) Must be an Australian Citizen or have unlimited work rights within Australia.
- 2) This position is subject to a satisfactory criminal history check that must demonstrate that you have not had inappropriate dealings with children or been charged or convicted of a domestic violence offence.
- 3) Valid NT Drivers Licence and Ochre Card.
- 4) This position requires you to apply for a Working with Children Clearance/Ochre Card prior to your employment commencement date and send us receipt of payment. This will be at your own cost.
- 5) If you have resided in an overseas country for 12 months or more in the past 10 years, this position requires you to complete an International Criminal History check (ICHC) prior to



your employment commencement date. The outcome of the initial screening check must be satisfactory.

- 6) This position is classified as a mandatory worker position for the purpose of COVID-19 vaccines and directions issued by the NT Chief Health Officer.
- 7) Six-month probation period.
- 8) Non-smoking working environment.
- 9) The contact details of at least two referees are required.
- 10) Evidence of qualification attainment will be required.
- 11) Aboriginal people are strongly encouraged to apply.