

POSITION DESCRIPTION

Position Title:	Finance Business Partner	Directorate:	Community & Corporate Services
Position Number:	100358	Department:	Finance
Employment Status:	Part Time	Section:	Accounting
Employment Type:	Permanent	Location:	Chambers
Classification:	Schedule A Level 15 (+2)		
Reports to:	Chief Financial Officer		

PRIMARY PURPOSE:

The **Finance Business Partner** is responsible for contributing to the delivery of Council's financial, management and project accounting functions. This includes Council's analysis of departmental results, commercial analysis, reporting support and supporting the broader finance function to be the conduit with the different areas of council. The Finance Business Partner will lead the development of Council's budget and assist supporting Council's annual reporting obligations.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Finance Business Partner** reports to the Chief Financial Officer for all operational and management matters.
- The role is a key contributor to the Finance Team and will liaise with other departments and employees of Council.

2. External:

- The role will liaise with external stakeholders such as members of the general public, commercial suppliers, Government departments and statutory authorities, other Councils and auditors where required.

We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE:



We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Business Partnering Responsibilities	<ul style="list-style-type: none">• Develop strong working relationships with key stakeholders within the organisation to understand their needs and provide tailored financial support.• Provide financial analysis and advice to support decision-making processes and the development of strategic plans.• Assist in the development and monitoring of annual budgets and forecasts, ensuring alignment with the organisation's strategic objectives.• Identify opportunities for cost savings, process improvements, and revenue generation.• Support the development and implementation of financial policies and procedures.• Assist in other Finance projects and tasks as required.
Financial Reporting Support	<ul style="list-style-type: none">• Collaborate with the business and the Finance Reporting Officer to prepare and present accurate and timely financial reports, including monthly management accounts, variance analysis, and other ad hoc reports as required.• Monitor financial performance against budgets and forecasts, identifying trends and potential issues.• Assist in the preparation of certain statutory financial statement notes and liaise with external auditors as required.• Ensure compliance with relevant accounting standards and financial regulations.
Relationship Development	<ul style="list-style-type: none">• Promote the positive image of Council as a whole.• Act as a trusted advisor, providing expert financial advice and guidance to support decision-making processes.• Facilitate cross-departmental collaboration to ensure a consistent approach to financial management and reporting.• Ensure that a high standard of customer service is maintained to both internal and external customers.• Build and maintain strong working relationships with internal and external stakeholders, including department heads, senior management, and external advisors.• Engage, listen to and act where appropriate on feedback from our customers.• Where required implement, evaluate and continuously improve quality systems and processes for the section.

General	<ul style="list-style-type: none"> • Keep up-to-date with changes in relevant legislation, regulations, and accounting standards, and ensure compliance within the organisation. • Participate in the development and implementation of new financial systems and processes. • Provide training and support to staff on financial management matters. • Contribute to the continuous improvement of financial processes and systems. • Perform any other duties as directed.
Organisational Responsibilities	<ul style="list-style-type: none"> • Support and adhere to Council’s policies and procedures, code of conduct and relevant acts. • The incumbent is required to commit to use Council’s electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment.

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

KEY SELECTION CRITERIA:

1. A Bachelor of Accounting/Finance/Commerce degree or equivalent and demonstrated experience in a commercial finance environment for a minimum of 5 years.
2. Proven experience in the interpretation and application of financial concepts, basic accounting requirements and has experience in modelling commercial transactions. Excellent analytical and problem solving skills including advanced proficiency with Microsoft Excel.
3. Demonstrated ability to work as part of a team and autonomously on specific projects, with a proven ability to problem solve, decision-making abilities with the ability to recommend workable solutions.
4. Well-developed communication skills with the ability to relate to people at all levels and to influence where appropriate.
5. Highly organised, with the appropriate administration skills to be able to meet deadlines under conflicting pressures while meeting customer expectations.
6. Effective stakeholder engagement skills, able to demonstrate partnering with different stakeholders across a diverse business.

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:		Date:	
Director Name:			
Director Signature:		Date:	

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	