



# SENIOR FINANCE BUSINESS PARTNER

## POSITION PROFILE

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<b>Division</b>	Corporate Support	<b>Status</b>	Permanent, Full Time
<b>Unit</b>	Financial Services	<b>Salary Grade</b>	Grade 14
<b>Reports to</b>	Team Leader Financial Planning & Analysis	<b>Reviewed</b>	August 2020

## STRATEGIC INTENT

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The security and integrity of Council's finances is vital to building trust with our community, staff and stakeholders. The Senior Finance Business Partner will be responsible for providing value and insightful financial analysis for major projects, proposals, business cases and provides assistance and support to all divisions of Council in all areas of financial management.

## POSITION PURPOSE

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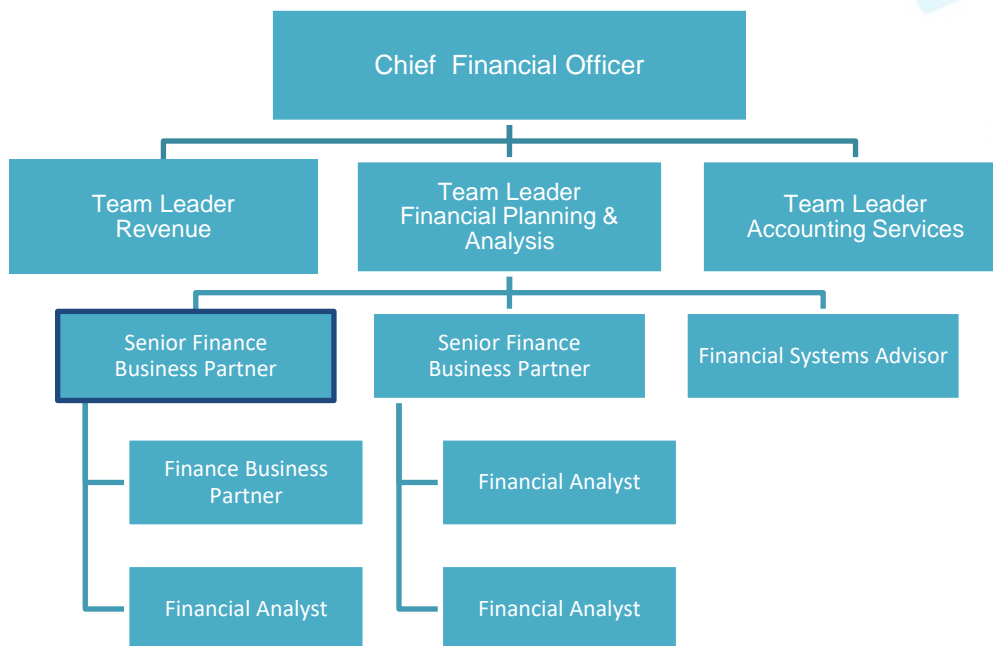
The role will:

- Provide support in the preparation of advice and analysis on prioritisation and funding for budget proposals, major capital projects and contribute to cluster wide financial management improvement initiatives.
- Provide timely, high level support to the Chief Financial Officer, Team Leader Financial Planning & Analysis and other senior members of the organisation with budget preparation, reporting, including monthly, program reporting and full year projections.
- Drive improved individual Unit performance by partnering with Unit Managers and key stakeholders within Council to develop improved strategies, actions, and reporting
- Assess, monitor and review key risks and opportunities for major projects and proposals through the use of advanced financial analysis skills to develop financial models and support critical strategic, commercial, operational and project business decisions.
- Support, challenge and influence Directors and their senior managers in key operational and strategic decisions using insights, analysis and problem solving skills.
- Drive multi-disciplinary work teams on special projects that may arise such as multifaceted reporting, benchmarking, risk management and tender evaluation panels.
- Facilitate budgets and monthly forecasting to meet strict deadlines and be the primary contact between Financial Services and assigned operational Divisions to ensure high level financial information is delivered to assist in decision making.
- Deliver insights that link financial reports to business strategies and providing critical analysis, review and commentary.

- Establish and maintain effective partnerships and stakeholder management to deliver improved financial capability across a diverse group of Directors and senior managers and employees with various levels of skills, knowledge and experience.
- Operate within a busy and changing environment and meet business deadlines
- Provide Capital works performance reporting and insights, including process improvement and improved cash flow modelling.
- Oversight and coordination of the organisation's capital works long term budgeting and forward estimates
- Develop and/or maintain complex financial models to support effective decision making.
- Manage and develop best practise models for costing of services across the organisation in order to better inform strategic and operational decision making.
- Prepare and develop best practice reports, dashboards and financial modelling tools to provide business performance insights including the enhancement of the Shire's long term financial model.

## FINANCIAL SERVICES STRUCTURE

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## POSITION OUTCOMES AND ACCOUNTABILITIES

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### OUTCOME TO BE DELIVERED

#### **Change Management**

Ensure effective change management in the implementation of a portfolio of projects and activities that together enhance the robustness and quality of Council's financial strategy and performance function and also overall financial management.

#### **Continuous Improvement**

Identify and implement continuous improvement of business processes and practices associated with the financial strategy and performance function.

#### **Risk Management**

Contribute to management of the risk associated with the delivery of financial strategy and performance function and associated projects.

#### **Operational Planning**

Proactively contribute to the successful delivery of the Financial Services Unit outputs in the Community Strategic Plan, Delivery Program, Operational Plan and Business Unit Plan by providing expert subject matter knowledge and skills to the unit.

#### **Performance Management**

Proactively monitor and self-manage performance and act on constructive feedback.

#### **Resource Management**

Ensure effective resource management (financial, workforce and assets).

#### **Customer Management**

Ensure all interactions with customers (both internal and external) align with our brand, enhances our relationships, improve customer satisfaction and inform service delivery.

#### **Other**

Any other duties within area of skill as directed.

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## SELECTION CRITERIA / SUCCESS PROFILE

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Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"><li>▪ You will have a Bachelor degree or higher in accounting, commerce, business or a related field.</li><li>▪ You will have obtained CPA/CA or similar qualifications.</li></ul>
Experience or skills	Essential	<ul style="list-style-type: none"><li>▪ You will have knowledge and demonstrated successful experience in providing financial business partnering services to internal clients.</li><li>▪ You will have strong emotional intelligence and a proven ability to work collaboratively and foster effective strategic relationships with people at all levels both internally and externally.</li><li>▪ You will have a proven ability to anticipate changing environments and to develop strategies to position the Council to make constructive decisions.</li><li>▪ You will have superior organisational and communication skills with the ability to assist teams manage their competing priorities to meet critical deadlines.</li><li>▪ You have the demonstrated technical skills and experience required to perform the role successfully.</li></ul>

## CORE CAPABILITIES

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Attributes	<ul style="list-style-type: none"><li>▪ <b>Decision making:</b> Achieving desired outcomes by evaluating and identifying options and involving others in decisions affecting them.</li><li>▪ <b>Goals oriented:</b> Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them</li><li>▪ <b>Critical thinking:</b> Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders.</li><li>▪ <b>Communication skills:</b> able to articulate complex and technical matters in simple terms.</li><li>▪ <b>People skills:</b> empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary.</li><li>▪ <b>Team focussed:</b> Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues</li></ul>
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## OUR VALUES

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>▪ <b>Collaborate</b> - be open and welcoming, genuinely connect to others, include others, work together as one</li> <li>▪ <b>Achieve</b> - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day</li> <li>▪ <b>Respect</b> – be honest and trustworthy, do what you say you will put yourself in the other person’s shoes, listen to what’s important to others</li> <li>▪ <b>Evolve</b> – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker</li> </ul>
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## CORPORATE OBLIGATIONS

<b>Employees</b>	There are currently 2 employees who report directly to the Senior Finance Business Partner.
<b>Delegations</b>	Authority to operate within the Delegations attached to the position.
<b>Risk Management</b>	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
<b>Financial Management</b>	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters.
<b>Workplace Health and Safety</b>	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
<b>Code of Conduct</b>	All employees are responsible for adhering to Council’s Code of Conduct and the policies and procedures that support it
<b>Workplace Behaviour &amp; EEO</b>	All activities must comply with Council’s Workplace Behaviour Guidelines.
<b>Enterprise Content Management</b>	Comply with Council’s Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council’s records management system and proper custodianship of records to ensure against loss, removal or destruction
<b>Continuous Improvement</b>	Identify obsolete and inefficient practices and recommend changes where appropriate
<b>Customer Focus</b>	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
<b>Procurement</b>	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement