

POSITION DESCRIPTION

SENIOR FINANCE BUSINESS PARTNER

POSITION DETAILS

Date of Position Description	February 2023
Position Title	Senior Finance Business Partner
Position Grade	15
Directorate Business Unit	Finance & Information Finance
Reports to	Finance Business Manager
Physical Requirements Category	Category 1 – Desk role with Ergonomics Requirements

POSITION OVERVIEW

The Senior Finance Business Partner will partner with one or more Executive Directors and their leadership teams to understand their operations in detail, providing professional financial advice, solutions and counsel that ensures Council is optimising its costs and revenues in the delivery of its services, and making appropriate investment decisions.

This role will provide innovative solutions, lead budgeting and forecasting processes, and develop investment business cases. The Senior Finance Business Partner will work closely with Executive Directors to support their financial decision making and influence change to improve cost outcomes, revenue or other factors that impact the Unit.

KEY RESPONSIBILITIES

Role Specific

- Collaborate with Managers to support their interpretation of financial data and reports to improve their understanding of the reasons behind their function's performance and results.
- Train and develop managers and staff in the use of financial systems to develop their understanding of financial reports.
- Manage the P&L to support planning, forecasting and budgeting cycles.
- Gain trust and build credibility to have a continuous and open dialogue with leaders where decisions are made of a financial nature,
- Provide trusted financial advice to key stakeholders to align business direction and financial strategies, including controlling and approving the financial impact on all business cases.
- Partner closely with leaders to develop strong strategy plans and support sound decision making.
- Guide Finance Business Partners to conduct extensive financial and operational analysis on key metrics and generate options to leverage performance.
- Collaborate with Finance Business Partners to derive data and insights to influence and guide the direction of financial decisions.
- Partner with business leaders to drive strategic execution, provide commercial input, drive revenue opportunities, costs efficiencies and promotional opportunities.
- Contribute to the development and execution of business strategy, communicating cost savings and customer service opportunities, risks, and assessment of options to maximise returns.
- Critically analyse information to determine where to advocate decisions in the best financial interests for Council.
- Uplift the commercial acumen of leaders through proactive partnership and coaching.
- Present and interpret complex financial information and analysis to support organisation decision-making.
- Collaborate with key stakeholders to prepare and present the Operational Budget, Quarterly Business Review, and analysis of financial and non-financial data.

Baseline

- Actively lead and manage the health and safety of yourself, employees, visitors, contractors, and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Coach, mentor and develop a team of professionals in the designated area of expertise to promote accountability and alignment towards achieving desired organisational outcomes and behaviours.
- Champion customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Contribute to the development, implementation and management of systems and associated process and procedures to promote accountability and alignment towards achieving desired organisational outcomes.
- Apply knowledge, best practice, innovation, and subject-matter expertise to promote continuous improvement and contribute towards the growth and maturity of the organisation.
- Monitor performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Contribute to the production of routine and customised reports, dashboards, and analysis to facilitate informed decision making.

KNOWLEDGE

Qualifications

- Business, Finance or Commerce Degree with a major in Accounting or similar.
- CA or CPA qualification or working towards.

Experience

- 8+ years relevant business analysis and partnering experience.
- Experience in coaching, mentoring and developing staff.

Skills

- Advanced competence in utilising data to present meaningful insights into business performance.
- Management accounting skill to apply the principles of budgeting and forecasting to effective business planning and performance measurement.
- Exceptional finance business partnering ability to cultivate relationships and have the courage to share professional insights.
- Exceptional ability to communicate, negotiate, build relationships, and influence others with an engaging approach and technique.
- Demonstrated understanding of business operations and the levers that drive long term financial sustainability.
- Developed problem solving and decision-making ability, including confidence in working with others to resolve high priority, and often sensitive and complex issues and conflict.
- Advanced user of MS Excel with the ability to: work with multiple worksheets, filter data, use integrate functions, and manipulate databases; connect to external data; develop complex pivot tables; deploy compound, complex formulas such as array formulas, nested if formulas, lookup functions; build complex models, dashboards, and user-input templates; and record and edit macros.