



POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Business Partner Planning & Services Accountant		
Position Number:	3015	Standard Position Hours:	35 Hours
Directorate:	Corporate and Community Services	Unit:	Finance and Administration
Salary Grade:	8	Award Band and Level:	Band 3 Level 2
Position Reports to:	Management Accountant		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	13 February 2014	Date Last Reviewed:	26 March 2018
Version:	1	Document Number:	DOC2014/008068

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure Services
- Planning and Environment Services
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Corporate and Community Services directorate manages services associated with the following functions within Cessnock City Council;

- Finance and Administration
- Information Technology
- Community and Cultural Engagement

The Finance and Administration unit is responsible for the co-ordinated integration of Financial Reporting, Integrated Planning and Reporting and Corporate Governance services to the organisation, including the development and oversight of key organisational strategic documents, driving an integrated framework and provision of corporate support and governance functions for the organisation.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objectives of this position are to:

- Provide financial advice and financial governance to directorates and business units within the scope of this role. The business partnering role encompasses Corporate & Community Services Directorate and the Planning & Environment Directorate and all associated Business Units. The Business Partnering role might cover other directorates or business units to enable workloads to be rebalanced across the three Business Partnering roles.
- Maintain Council's services model including the attribution of costs to each service and the Accounting necessary to track Council's allocation of resources to each service.
- In partnership with other members of the Management Accounting team, prepare Council's Annual Budget and Annual Financial Statements, conduct Quarterly Financial Reviews and report to Council's Senior Management Team and the Audit and Risk Committee.

KEY ACCOUNTABILITIES

1. Build strong partnering relationships with key stakeholders in Business Units for which you have responsibility and become a trusted advisors to these managers. This will include:
 - Assist with alignment between operational plans (objectives) and budgets.
 - Promote ownership of and accountability for business unit budgets.
 - Promoting the use of business cases for major financial decisions with governance over the key assumptions applied.
 - Promote ongoing development of finance related skills and knowledge across all budget owners.
2. Undertake monthly and quarterly reviews between finance business partners and managers. This will include the review of the delivery against business objectives and action plans, review of changes to operational and capital budgets, analysis of progress of programs and projects against budget, and provide analysis of variances and their cause.
3. Enhance and maintain Council's service framework and provide analysis on the economics of providing each service grouping. This includes:
 - Collaboration with key stakeholders on the services framework and the appropriate level of analysis and reporting
 - Determination of the P&L (and possibly balance sheet) associated with each service grouping (including the fees and charges received and ratepayer contributions required to maintain the service)
 - Determine how service levels impact the economics of service provision and evaluate possible trade-offs
 - Partner with key stakeholders on community engagement regarding service levels and
4. Enhance and maintain Council's cost allocation framework. Utilise Activity based Costing and other cost allocation methods (or proxies) as appropriate to ensure an appropriate balance between accuracy and consistency (equity) simplicity, ease of understanding, ease of maintenance and resource considerations. This includes:
 - Review and enhance Council's cost allocation framework (incorporating Council's services model) in partnership with key stakeholders.
 - Ensure Council's cost allocation framework is maintained and current.
 - Develop a reporting view which supports periodic reporting on Council's operating position by service grouping.
 - Assist in any service reviews (internal or community-based).
5. Undertake key activities as part of IP&R planning and reporting processes. This includes:
 - Ensure Fees and Charges are revised in accordance with the Revenue Policy and consistent with Council's Financial Sustainability objectives of areas of responsibility.
 - Support the Management Accountant and other Business Partners in the preparation of;
 - the Annual Budget,
 - the Annual Financial Statements,

- Quarterly Financial Reviews,
- Reports for Audit and Risk Committee and Council

6. Authorise EFT and cheque payments and bank transfers.
7. Maintenance of General Ledger within Authority, and financial reporting software (BIS). Training of other staff in general ledger and BIS when required.
8. Provide support to other roles within Finance. This includes:
 - Shares relief of the Management Accountant in times of leave.
 - Support the Management Accountant in relation to internal planning and reporting requirements of council.
 - Support the other Business Partners as required to rebalance workloads.
9. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Degree qualifications in accounting, financial management or business management
2. Demonstrated solid experience (minimum of 5 years) in a similar position with demonstrated experience in the preparation of financial reports and audit liaison in a large multi-disciplined organisation.
3. Demonstrated high level of interpersonal, written and verbal communication skills with the proven ability to communicate with a wide range of stakeholders, both internal and external and build effective working relationships with people at all levels of the organisation.
4. Demonstrated highly developed time management and organisational skills and the demonstrated ability to prioritise and manage multiple tasks and meet critical deadlines.
5. Proven ability to develop, promote and implement reforms, systems and policies within a continuous improvement environment.
6. Demonstrated advanced computer skills utilising Microsoft Office, computerised financial management systems, project management systems and Electronic Document Management systems.
7. Demonstrated experience in managing and/or developing financial and related systems.
8. Demonstrated analytical and research skills including extraction, collation and analysis of information from reports and presentation in a concise and meaningful manner.

Highly Desirable

1. Membership of CPA Australia, Institute of Chartered Accountants in Australia or the Institute of Public Accountants
2. Previous experience in a Finance Business Partnering role or equivalent
3. Previous local government experience.
4. Previous experience in training and mentoring staff.
5. Demonstrated experience with Microsoft query and Crystal Reports.
6. Experience undertaking accounting and financial management associated with the determination of the cost of service provision (based on service levels), pricing models and the allocation of costs to determine the full costing of services. Experience with Activity Based Costing and other cost allocation methods is desirable.

SIGNATURE

Employee

Full Name:

Signature:

Date: