

Position Description

Position title:	Finance Business Partner
Directorate:	Governance
Service Unit:	Finance
Reports to:	Business Partnering Lead
Direct reports:	Nil
Salary point:	SP15
Work location:	City Administration Centre, 12 Stewart Avenue, Newcastle
Date revised:	February 2021

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of ***creating a smart, liveable and sustainable global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Finance?

Finance sits within the Governance Directorate at City of Newcastle (CN) and it's our vision to ensure that the financial decisions made at CN are prudent and responsible to safeguard the financial legacy of the City.

We have a large and diverse team responsible for financial management and systems, budgeting, procurement, rating and debt management. Finance is a trusted adviser to the organisation who partners with all areas of CN to balance legislative compliance, service delivery to the community and evidenced based decision making. Finance staff are based between the city administration centre and the works depot but maintain a shared culture of collaboration and diligence. Finance staff are skilled professionals committed to our wellbeing, continuous improvement and offering superior customer service.

What's the focus of this position?

This position will act as a trusted advisor to provide support and financial direction to Directors, Managers and Coordinators. The position provides specialist financial management to ensure CN decisions are evidence based.

What you'll be doing:

- Act as a trusted advisor to the Executive and Service Unit Managers by utilising commercial acumen to formulate strategy and support business planning based on sound financial analysis.
- Develop CN's budget and assist the creation of corporate financial reporting documents including CN's Operational Plan, Quarterly Budget Reviews, and Financial Statements.
- Collaborate on the development of CN's long term financial plan
- Develop and maintain CN's fees and charges in-line with legislative requirements
- Provide financial governance and reporting to CN's Service Units including holding monthly meetings.
- Remain abreast of current best practice financial management techniques to maximise business results in order to support and advise to Directors, Managers and Coordinators.
- Educate, train and mentor operational staff, as well as sharing knowledge with the Finance Business Partner team, in relation to the production of relevant financial reports, and process/system development to ensure sound financial management of Business Units.
- Perform financial modelling, cash audits, grant acquittals, and reconciliations as required to support the effective operation of each Service Unit.
- Provide a point of escalation to ensure a consistent approach across the organisation of the Finance Business Partner service, whilst maintaining flexibility with reporting lines to Directors, Managers and Coordinators.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

The essentials you'll need:

- Degree qualifications in Accounting or Commerce and currently undertaking or completed CPA/CA program.
- Strong commercial business acumen and financial management skills including an ability to interpret financial reports for decision making.
- Sound understanding of operational and capital budgeting principles for a large organisation.
- Demonstrated ability to manage day to day operational issues within a budget.
- Ability to produce and interpret complex excel spreadsheets to assist in the formulation of budget compilation and forward estimate modelling.
- Demonstrated experience in business partnering at a senior level to provide financial analysis, problem solving and providing guidance on financial management techniques to maximise service unit results and deliver operational efficiencies.
- Ability to provide a point of escalation for the Finance Business Partner Service to ensure a consistent approach across the organisation.
- Excellent time management skills and ability to prioritise tasks.

- Commitment to relevant ongoing education equivalent to the ongoing professional development requirements of CPA membership.
- Strong communication skills, with the ability to interact and establish credibility at all levels of the Organisation.

Other valuable skills you may have:

- Working knowledge of Council's Financial Management Information System (Technology One Financials).
- An understanding of local government codes of conduct, legislation, financial management principles and ethical decision making.
- Proficiency in the preparation of cash audits and grant acquittals in accordance with Australian Accounting Standards.
- High level written and oral communication skills specifically in relation to financial report writing and explanation of financial outcomes or issues.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	

