

Position Description

Finance Business Partner

POSITION DETAILS

Position Title:	Finance Business Partner	Position Grade:	12
Department/ Group:	Finance / Chief Financial Office	Position Status / Hours per Week:	35

PRIMARY PURPOSE OF THE POSITION

Within the Finance Department and across its relevant accountabilities your primary purpose is to:

- Align your departments projects to of our Community Strategic Plan through the execution of well-developed business plans at the Department level
- Champion our City of Ryde Business model so that it is realised by your department through the application of both cultural management practices and business management disciplines
- Assist in the preparation of Councils annual budget to ensure that Council's Operational Plan and Integrated Planning and Reporting documents are truly integrated and adopted by Council within statutory timeframes.
- Assist with the development of Councils Annual Fees & Charges as part of the Operational Plan
- Assist in the preparation of Council's quarterly budget review process to ensure compliance with statutory timeframes, and ensure that any variations are accurate, timely and supported by appropriate documentation and analysis
- Thorough understanding of the organisational structure and business departments in your portfolio. Including all accounts and transactions within income and expenditure and how the service is delivered
- Thorough understanding of chart of accounts and ledgers to capture accurate costing to ensure accurate management reporting and optimise business needs and report any anomalies to the Senior Finance Business Partner
- Maintain in depth analysis of key accounts eg waste tipping contracts, software contracts, utilities, plant, planning income etc to support decision making.
- Monitor and analyse monthly financial performance through regular monthly meetings with stakeholders for departments within your portfolio
- Ensure Council's financial position is sound at all times through effective budgetary control systems and report to the Senior Finance Business Partner any material differences between estimated and actual income and expenditure
- Provide accurate financial information and advice to the Senior Finance Business Partner, Senior Coordinator Budgeting & LTFP on key aspects of Council's financial performance and financial position and projections
- Provide professional, high level and accurate financial reports to all management and all stakeholders to assist in decision making.

- Ensure Councils accounting records are accurately maintained (In accordance with Accounting Standards and legislative provisions) and kept up to date in proper order for audit or internal review purposes.
- Continually improve and develop processes and procedures to optimise both team and organisation performance.
- Assist the Financial Accounting team with the preparation of Annual Financial Statements process as required
- Assisting with any other duties required by the Senior Finance Business Partner, Senior Coordinator Budgeting & LTFP and Financial Controller.

SELECTION CRITERIA

Qualifications/Education:

- An appropriate degree qualification in a financial or accounting discipline
- Member of Australian Society of Certified Practising Accountants (CPA Australia) or Institute of Chartered Accountants (Australia) or currently working towards attaining membership

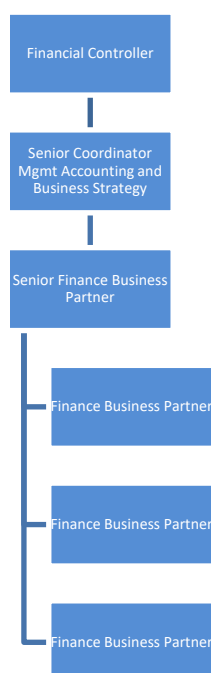
Experience/Skills:

- 3 + years finance business partnering role for a large and diverse organisation
- Experience in managing budgets, analysing actuals and making informed decisions.
- Experience in preparing annual budgets whilst balancing financial control and service delivery
- Experience in successfully influencing decision making to drive financial performance and financial control
- Experience working in high pressure environments with tight deadlines.
- Ability to partner and build relationships with all levels of management whilst providing independent financial advice and guidance
- High level of oral and written communication skills, including preparation of reports and correspondence to Management.
- Intermediate to advanced Excel skills combined with an ability to analyse, understand, and communicate the meaning behind the data.
- High levels of interpersonal skills, eye for detail and accuracy and PC literacy.
- Knowledge of industrial relations, equal employment opportunity and work health and safety legislation and the capacity to develop a customer focused and ethical culture and an equitable, healthy and safe workplace.

Desirable Qualifications, Experience and/or Skills

- Post-graduate qualifications in finance, accounting, business or a related discipline
- Experience in working with Technology One Software
- Experience and a thorough understanding of Local Government

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – responsible for:

	Corporate financial planning development and management.
	Financial management and control
	Budgeting and business partnering
	Financial and management reporting
	Financial systems

CORPORATE ACCOUNTABILITIES

The statements below indicate the organisational “Accountabilities” that the position holder is to observe.

1	To comply with legislative requirements
2	To provide timely support and expert / technical advice to the organisation
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WH&S policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
6	To engage with the community in accordance with Council's policies
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
9	To develop and manage budgets

CORPORATE ACCOUNTABILITIES

10	To achieve best value for money
11	To efficiently manage built assets and resources
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
18	To actively work toward delivering City of Ryde's Leadership Model
19	To manage people to realise their individual and team potential
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
22	To provide advice to support FC, CFO, Executive and Councillor/s in decision making
23	To build and strengthen strategic partnerships with key stakeholders
24	To recognise and reward results
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace
27	To initiate relevant training in accordance with organisational, service and staff requirements
28	To undertake training to improve performance of the individual, organisation and meet mandatory requirements
29	To keep abreast of and apply industry wide trends, better practice and innovation
30	To use, store and manage digital and hard copy information in accordance with Council's policy and procedures

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;

- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Health & Safety

We take personal responsibility for our own health, wellbeing and safety. As well as the health, wellbeing and safety of our colleagues and customers.

Excellence

We do the best we can for our customers and embrace innovation in the way we work.

Accountability

We are honest, transparent and act in the best interest of Council and the community.

Respect

We listen, seek to understand, and celebrate the diversity of the people within our organisation and the community.

Teamwork

We work within both our own teams and other teams to successfully achieve council's goals

DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. A copy of the current delegations from the General Manager is to be reviewed and signed by the employee on commencement.

DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

Employee's Name	
Employee's Signature:	
Date:	