

Position Description

Community Care Finance Business Partner

Position Information

Position Title:	Community Care Finance Business Partner
Classification:	Band 7
Reports to:	Accounting Services Coordinator
Division:	Corporate Services
Department:	Finance

Our Strategic Context

Council Plan Vision Achievement

We partner with our community to protect and care for the community of life in Bayside making an inclusive, active, healthy, connected, and creative experience for all.

How we work together

Our values and behaviours underpin all the work we do and are the foundation for the development of One Bayside.

We hold ourselves and each other accountable to our shared values and behaviours of **Respect Each Other, Own It, Work Together** and **Find Better Ways**.

Position Purpose

The key purpose is to be a trusted finance business partner for the Community Care Department who can analyse complex financial information, understands service drivers, and provide financial modelling, reporting, advice and support. This will include development of budgets, reports and assistance as required with monthly forecasting and provision of informed financial information to support decision making by senior officers and Council.

Position – Key Functions, Accountabilities & Outcomes

Key Functions	Accountabilities	Outcomes
Budgeting	<ul style="list-style-type: none"> • In conjunction with the Manager Community Care, coordinate the completion of the Community Care operating budget in accordance with the budget guidelines, trends and modelling data. • Ensure the Council approved budget for Community Care is reconciled and accurately reflected in internal and external reporting systems. • As the budget representative for Community Care, attend meetings, prepare analysis and assessment of complex financial information, provide information, comment, provide advice and support and ensure variance analysis adequately explains any major variances to budget. 	<ul style="list-style-type: none"> • The Community Care operating budget is prepared in accordance with the budget guidelines in a timely manner and is correctly reflected in financial reporting systems. • Budget modelling reflects service trends and proposed service expansion. • The Manager Community Care is supported in analysing and maintaining their budgets.
External Reporting	<ul style="list-style-type: none"> • Annual reporting to the Department of Health and Aged Care. • Quarterly reporting to the Department of Health and Aged Care. • Quarterly reporting to Stewart Brown (benchmarking data). 	<ul style="list-style-type: none"> • Annual and quarterly reporting is completed accurately and in a timely manner.
Internal Reporting	<ul style="list-style-type: none"> • Prepare monthly reports for the Governance Board. • Maintain an in-depth understanding of the complexities of Community Care services and service drivers in order to provide context to financial information. • Prepare reports for the Executive Team and Council on financial performance. • Examine monthly financial information to update forecasts and determine and report on significant variances from budget. • Prepare other financial and modelling reports as required by the Manager Community Care or Finance Department. 	<ul style="list-style-type: none"> • Monthly reporting for the Governance board is timely and accurate including analysis and reporting of KPIs measuring business performance against established industry targets and productivity measures. • Reports for the Executive Team and Council on financial performance including variance explanations are prepared and approved within the required timeframe. • Monthly forecast modelling including analysis of actual year-to-date results identifying any financial issues/risks.

Systems Accounting	<ul style="list-style-type: none"> Maintain an in-depth understanding of Council's multiple information systems, resolving complex information requirements and negotiating effective outcomes to achieve meaningful reporting. 	<ul style="list-style-type: none"> Reporting draws on data from different information systems enabling expert analysis and high-quality reporting. System knowledge always remains current and relevant.
Financial Projects	<ul style="list-style-type: none"> Identify and implement initiatives to create efficiencies in the use and management of financial data, and to ensure consistent, standardised, and accurate recording of information. Conduct Financial Projects as directed by the Financial Services Coordinator and Chief Financial Officer including financial feasibility and evaluations of existing and proposed projects. 	<ul style="list-style-type: none"> Continuous improvement and efficiencies are achieved in reporting and value add analysis provided to internal stakeholders. Financial projects are: <ul style="list-style-type: none"> delivered by agreed timeframe accurately costed analysed and evaluated using sound judgement based on research and experience.

Position - Organisational Relationships

Key Internal Contacts: Manager Community Care and Community Care Coordinators
Information Services Team
Finance Team

Key External Contacts: Government Departments/Authorities
Other Local Authorities
Local Government Professionals
Local Government Finance Professionals

Position - Delegations

Financial Delegations: As per Financial delegations

People and Position Delegations: As per People and Position delegations

Position – Skills and Competencies

<p>Accountability and Extent of Authority</p>	<p>The Community Care Finance Business Partner is responsible for:</p> <ul style="list-style-type: none"> • Preparation of financial forecasts and budgeting information. • Building financial models with sophisticated insight to enable decision making by the Manager Community Care, Chief Financial Officer, and Community Care Governance Committee. • Identifying opportunities for improvement with an understanding of the strategic objectives of Council. • Solving problems using experience, creativity and professional knowledge and expertise, seeking guidance from the Community Care Manager when appropriate. • Undertaking detailed data analysis across multiple software platforms and systems of information for identifying areas of risk, methods for mitigation and providing advice and/or solutions regarding rectification of issues where required.
<p>Judgement and Decision Making</p>	<ul style="list-style-type: none"> • On a day-to-day basis the incumbent is required to work autonomously within parameters of standard procedures and practices. • The individual would be required to use discretion in the making of decisions and seek guidance from senior management in dealing with issues of a complex nature. • Accurate decision and directions to be made and given based on up-to-date knowledge and information. • Use of sophisticated analytical and planning skills to support recommendations and actions by the Manager Community Care.
<p>Interpersonal Skills</p>	<ul style="list-style-type: none"> • Ability to gain cooperation and assistance with a range of people including other staff, and staff from State and Federal government. • Ability to communicate effectively with others with clarity and diplomacy. • Highly developed oral and written communication skills. • Commitment to supporting an integrated team approach, and an achievement and results-oriented attitude to the role. • Ability to discuss and resolve financial accounting issues with counterparts in other organisations and peak industry bodies such as Finpro, other LG organisations and Stewart Brown, Aged Care experts.
<p>Qualifications and Experience</p>	<ul style="list-style-type: none"> • Tertiary qualification in accounting. • CPA Australia or Institute of Chartered Accountants membership. • Demonstrated 5+ years experience in Finance Business Partnering functions, including being a trusted advisor by

	<p>providing analysis and assessment of complex financial information.</p> <ul style="list-style-type: none"> • Ability to work as part of a team of specialists, or in a specialist role. • Experience with general office procedures and knowledge of computer-based accounting systems. • Applicants must be prepared to undergo a police check and receive a clearance with ongoing police checks every three years and be prepared to obtain a Working with Children Check.
Specialist Skills and Knowledge	<ul style="list-style-type: none"> • A detailed understanding of Aged Care legislation and proposed reforms to understand the funding models and rules. • Proven experience in working within a Microsoft Office environment including intermediary to advanced excel and financial systems skills. • Strong financial analytical skills, specifically an ability to understand and interpret financial trends and variances. • Demonstrated experience in a management accounting environment. • Demonstrated experience in the implementation of processes and procedures. • Excellent keyboard and numeracy skills, and experience with computerised financial systems.
Management Skills	<ul style="list-style-type: none"> • Ability to plan, prioritise and organise work within a set timetable and in an environment of change and conflicting demands including an ever-changing political environment. • Highly developed management accountancy and budgeting skills. • Ability to initiate and recommend to the Accounting Services Coordinator improvements to procedures and techniques. • A commitment to quality customer service both internal and external. • Ability to solve problems and gain cooperation through discussion and teamwork. • Ability to work as an integral team member. • Sound analytical and problem-solving skills.

What we are all responsible for



Values and Behaviours

- Embrace and live the shared values of Bayside City Council: ***Respect Each Other, Own It, Work Together, Find Better Ways.***

- Reflect these values in how we do business and how we treat each other, our customers and our community members.
- Work in a manner that reflects the agreed Team Behaviours.



Code of Conduct

All employees are required to comply with the standards of behaviour that are outlined in the Code of Conduct. The Code of Conduct sets the expectations Council has of all employees, as well as the expectations that employees can have of Council. It helps us to understand our responsibilities in terms of:

- Adhering to Council policies and procedures, and the law.
- Dealing with Council Property.
- Corporate Obligations.
- Personal Conduct.



Customer Service

We are committed to being a customer-focussed organisation that delivers excellent and effective customer service at all levels. By engaging with the community, delivering simplified processes, and exceeding expectations, we are committed to customer service that will be:

- Easy to deal with.
- Empathetic.
- Effective.
- Trusted.



Diversity, Equity and Inclusion

We are focused on creating a psychologically safe culture where our people feel respected and free to speak up. A culture where:

- Inclusivity becomes a conscious standard practice.
- We have a safe workplace where people are respected, heard and valued.
- We have a thriving high-performance culture.
- We are able to achieve our strategic goals.



Safeguarding Children and Young People

We are committed to building a culture that keeps children and young people we support and engage with safe from abuse through:

- Promoting the safety and wellbeing of children and young people to whom we provide services.
- Ensuring that our interactions with children and young people are consistent with the Safeguarding Children and Young People Policy and Safeguarding Children and Young People Code of Conduct.
- Speaking up and reporting any suspicions, concerns, allegations, or disclosures of alleged abuse, by staff and those with whom we interact.

- Following policies and procedures for safeguarding children and young people.
- Maintaining a valid Working with Children Check.



Workplace Health, Safety, and Wellbeing

- Read and comply with all OHS policies and procedures in relation to your OHS roles and responsibilities.
- Immediately report all hazards and incidents, following the appropriate processes and using the online hazards and incidents form.
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.



Sustainability

- Demonstrate individual responsibility and commitment to sustainability by complying with Council's internal policies and guidelines.
- Participate in staff initiatives and change campaigns to reduce the impact on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.