

## POSITION DESCRIPTION – TEAM LEADER

Position Title	Finance Business Partner Services – Regional	Department	Finance
Location	Relevant States/Territories	Direct/Indirect Reports	1
Reports to	Finance Business Partner Services	Date Revised	Dec 2020
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 6	Job Evaluation No:	HRC0028516

### ■ Sub-Delegation

The sub-delegation (if any) attaching to the position is outlined in the CEO Sub-delegations (as updated from time to time). Any financial sub-delegation of authority may only be exercised where a Finance project code or budget is allocated to that position.

### ■ Position Summary

The primary focus of this role is to lead, drive and support quality financial decisions that add value and mitigates risks for Australian Red Cross. This role also takes the lead and ownership in ensuring business requirements are fulfilled at a local level on planning, budgets, forecasting, analysis, financial reporting, audit requirements, risk management, and FBS processes are efficient and effective.

The Regional Financial Business Partners will be responsible for proactively engaging with stakeholders across the organisation (both locally and nationally) to support activities that help drive and deliver outcomes of Strategy.

### ■ Position Responsibilities

#### Key Responsibilities

- Provide advice on financial sustainability, ROI, and riskiness of decisions impacting (Regional) Services and the Australian Red Cross;
- Provide analysis, Insight and present well-reasoned recommendations to (Regional) Services and the Australian Red Cross on financials to support all business case (including grants tenders, property and procurement);
- Ensure financial impact of decisions is clearly understood and receives high share of voice;
- Actively drive and build the financial capability of (Regional) Services team;
- Contribute to national and local strategy by objectively evaluating alternatives from a financial perspective
- Support the Services Directors and Program Managers on risks and opportunities (including Capex)
- Actively mitigate risk that may impact the P&L and Balance Sheet (locally and nationally)

- Actively identify opportunities to drive increased revenue and cost reduction in the P&L
- Ensure (Regional) strategies impacting the P&L are in line with Organisational Strategies
- Work with the wider FBS team to ensure processes are effective and efficient
- Work effectively with Australian Red Cross senior management team to achieve an integrated approach to finance business processes and policies
- Actively engage with stakeholders at all levels (locally and nationally) to identify business needs with a view of developing and implementing appropriate finance business solutions
- Lead the Budget and forecasting work-stream for (Regional) Services P&L;
- Manage the analysis of monthly performance (financial and non-financial) result against budgets and report/communicate on variances, insights and issues
- Work with Program Managers on program reviews for internal and external audiences.
- Monthly financial performance reviews with Directors and Program Managers to ensure variances to plan are clearly understood and give financial advice
- Lead Grant Acquittal Process for (Regional) Services
- As required, liaise with internal and external auditors, respond to audit management letters and ensure timely implementation of agreed recommendations.
- Ensure full compliance with accounting standards/regulations and ARC accounting policies & practices
- Build Finance capability at all levels
- Take ownership of personal development
- Coach, mentor and develop direct reports in order to achieve both financial and non-financial outcomes;
- Provide regular and constructive feedback to business partners and the broader finance team;
- Be approachable and develop effective cross-functional relationships
- Support the Manager Finance Business Partner - Services on project work and other ad-hoc activities as required

## ■ Position Selection Criteria

### Technical Competencies

- Demonstrated Finance technical skills.
- Well-developed analytical, problem solving and solution generation ability.
- Demonstrated ability to influence internal and external stakeholders at various levels. Demonstrated ability to mentor and coach non-finance staff.
- Self-motivated and ability to work within tight deadlines, with a high degree of accuracy and to stay calm under stressful situations.
- Ability to work effectively as part of a team and within a collaborative management structure.
- Proven highly developed organisational and time management skills
- Excellent records management and general office administration
- Basic proficiency in MS Office or similar software and experience using databases

### Qualifications/Licenses

- Relevant tertiary qualifications (e.g. Finance / Accounting)
- CPA Qualification preferred

### Behavioural Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **Personal effectiveness | Solving problems** | Demonstrated ability to identify situations or issues, consider options and develop solutions. Ability to communicate any problems, implement solutions and monitor appropriate actions.
- **Team effectiveness | Collaborating** | Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Team effectiveness | Managing change** | Demonstrated capability to adapt to, support and manage change in a positive way. Ability to work to overcome challenges arising from change and raise concerns constructively.
- **Organisational effectiveness | Thinking strategically** | Demonstrated understanding of how an individual's role and work contributes to achieving organisational goals. Ability to think ahead and plan accordingly.

### ■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:  
**Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality**
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters.