



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Senior Finance Business Partner			
<b>POSITION NO:</b>		105600	<b>CLASSIFICATION:</b>		Band 7
<b>DIVISION:</b>		Corporate Services and Transformation			
<b>BRANCH:</b>		Finance			
<b>UNIT:</b>		Financial Services			
<b>REPORTS TO:</b>		Coordinator Budget and Business Support			
<b>POLICE CHECK REQUIRED:</b>	Yes	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	No	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	No

*Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.*

*This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.*

*We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

### POSITION OBJECTIVE

- Contribute to the development of long term and annual financial forecasts, planning budgets and budget controls, including preparation, analysis and interpretation of annual budgets and monthly management reports in conjunction with the Coordinator Budget and Business Support.
- Provide accounting system support to the Finance division and wider organisation including technical support and guidance in relation to organisation's operating systems (Technology One).
- Partner with individual business units to provide a high level of specialised financial support and engagement relating to budgeting process, monthly reporting of actuals and commercial decision making
- Assist in the preparation of accurate and timely financial data for the production of monthly management reporting and quarterly council reporting.
- Produce monthly balance sheet reconciliations to a high standard and within

- agreed month end reporting timeframes.
- Provide assistance in the preparation of Council's annual financial statements and audit process.
- Contribute to the development and achievement of Organisational, Divisional and Branch goals.
- Extend a prompt, courteous and adequate service to all customers, internal and external.
- Complete other duties as required by the Coordinator Budget and Business Support.

## **ORGANISATIONAL CONTEXT**

Council is committed to efficiently and effectively servicing the community to the highest standards; protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a competitive business culture with an emphasis on customer service and continuous improvement.

The Unit forms part of the Finance Branch, which contributes directly to the achievement of Council's goals and the Council plan. The incumbent is required to pursue Unit, Branch and Divisional goals through effective team work and with colleagues in other divisions; providing leadership within the Finance Services Unit and developing sound working relationships with a range of internal and external parties.

## **ORGANISATIONAL RELATIONSHIP**

<b>Position reports to:</b>	Coordinator Budget and Business Support
<b>Position supervisors:</b>	Nil
<b>Internal Relationships:</b>	The incumbent liaises with staff at all levels within the Organisation including Executive level
<b>External Relationships:</b>	The incumbent is required to establish and maintain a professional relationship with all customers of Council including ratepayers, residents, visitors, public authorities, Local Government Victoria, Victoria Grants Commission, banking institutions, Internal and External Auditors, Australian Tax Office, Australian Bureau of Statistics and counterparts in other municipalities.

## **KEY RESPONSIBILITY AREAS and DUTIES**

### **MANAGEMENT**

- Play a lead role in developing, preparing, implementing and monitoring Council's Annual Budget each financial year.
- Contribute to the preparation of Council's annual financial statements and management of the external audit process.
- Assist in the development of the Council's Long Term Financial Plan.
- Act as a key driver of the provision of financial services accounting within the City of Yarra.
- Contribute to the coordination of the activities of the Financial services Unit to ensure an efficient and cost effective Unit with committed staff focused on achievement of Corporate and Divisional goals.

- Contribute the annual Branch Business Plan.
- Contribute to the development of the annual Branch budget.
- Prepare monthly reports on the activities and performance of Council Branches and assist in the preparation of reports and technical advice for the Council and its Committees as required.
- Foster and lead a commitment to personal service excellence.
- Ensure employees are aware of Health and Safety requirements and monitor and report on conditions liable to impact on employee safety in accordance with the Occupational Health and Safety Act 1985.

## **PLANNING AND POLICY**

- Contribute to the development of Branch strategic and operational plans for the achievement of financial, quality management, client service and best practice targets.
- Review and streamline systems and processes within the Branch to ensure flexible and responsive service delivery that meets client expectations.
- Initiate and recommend to the Coordinator Budget and Business Support new or changed policies relating to financial management procedures.
- Maintain an awareness of the latest developments and innovations in areas under your control which may impact or enhance the development and delivery of those services to Council management and staff.

## **FUNCTIONAL RESPONSIBILITIES**

### **Management Accounting**

- Assist in the management and preparation of the Council's Long Term Financial Plan in the context of the Council's Corporate Planning outcomes.
- Assist in Council's annual Budget preparation process in the context of the Long Term Financial Plan and Corporate and other Plans.
- Assist with the implementation of the annual budget including the coordination and monitoring of the budget profile.
- Ongoing monitoring and internal control of the annual budget.
- Prepare a revised budget, if required.
- Assist in the preparation of timely and accurate monthly management reports for the presentation to the Manager Financial Services in a format suitable for presentation to Executive, Council and Audit Committee.

### **Statutory Accounting and Reporting**

- Assist with the preparation of the year-end financial statements and audit process.
- Ensure all Balance sheet accounts are reconciled monthly in accordance with the agreed timetable.
- Completion of general ledger journals as directed
- Keep Council up to date and informed of new developments and changes to Australian Accounting Standards.
- Keep Council up to date with changes to the Local Government impacting Financial Services of Council.

### **Systems Accounting**

- Provide systems accounting support to the organisation including support and guidance in regard to the organisation's software operating systems which

- includes Technology One products.
- Provide guidance and advice to other finance staff in the use of technology and direct resources.

## **LEADERSHIP & MANAGEMENT**

- Ability to plan, prioritise and organise work, both on an individual and team basis, within a set timetable and in an environment of change and conflicting demands/pressures.
- Ability to initiate and recommend to the Coordinator Budget and Business Support improvements to management/financial accounting processes and system based accounting techniques.
- Ability to contribute to the development and achievement of Finance business plan and the wider goals and objectives of the organisation.
- Ability to manage change in an environment of resource constraint.
- Ability to problem solve through open communication, negotiation and team work.
- Ability to set objectives and achieve goals within the individual's area of responsibility.
- Participate in Council working groups and committees as and when required.
- Stay current and up to date with sector changes and legislative changes relevant to your area.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- The Senior Finance Business Partner is directly accountable to the Coordinator Budget and Business Support for ensuring timely provision of advice in relation to financial and management accounting issues and system based support.
- Responsible for providing timely accounting advice and support to their assigned Branch as well as wider Council.
- Accountable for evaluating and developing improvements to the delivery of the above services.
- Liaise with the Coordinator Budget and Business Support to ensure adherence to the business plan and objectives for Finance.
- The freedom to act in the delivery of financial accounting services and systems administration is governed by professional and regulatory review, clear objectives, statutory requirements, and Council resolutions.
- The freedom to act in the provision of specialist advice and information on management accounting matters is subject to clear guidelines.
- The freedom to act in providing assistance to the Coordinator Budget and Business Support as requested.

## **Safety & Risk**

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

## **Sustainability**

- Embrace the following Sustaining Yarra principles through day to day work:
  - Protecting the Future

- Protecting the Environment
- Economic Viability
- Continuous Improvement
- Social Equity
- Cultural Vitality
- Community Development
- Integrated Approach

### **Yarra Values**

- Behave according to the following values which underpin our efforts to build a service based culture on positive relationships with colleagues and the community:
  - Respect
  - Accountability
  - Courage

### **JUDGEMENT AND DECISION MAKING**

- The objectives of the position are usually well defined, and are subject to regular review by the Coordinator Budget and Business Support.
- Guidance and advice is not always available within the organisation.
- Judgment is required in the application of specialised accounting procedures and guidelines and knowledge acquired through relevant training and several years Local Government experience and knowledge of Australian Accounting Standards.
- Judgment and adaptability are also required in evaluating operational routines and methods and identifying and recommending improvements to those operations.
- Creativity and innovation is required in identifying opportunities to improve efficiency in processes and procedures.

### **SPECIALIST SKILLS AND KNOWLEDGE**

- Clear understanding of the role of Senior Finance Business Partner, particularly in a local government environment.
- Proficiency in the operation of the computerised financial management systems, programs associated with the Windows environment, and efficient keyboard skills.
- Thorough knowledge and understanding of relevant provisions of the Local Government Act, Australian Accounting Standards, and other relevant legislative provisions as they relate to the roles and responsibilities of the position.
- Familiarity with ledger codes and internal control procedures to ensure correct costing and methods applicable.
- Analytical and investigative skills in policy formation.
- Understanding of the organisational values in the legal and political context.
- Knowledge of and ability to implement on-the-job training techniques.
- Skills in the preparation of clear, concise reports, internal and external correspondence.
- Commitment to service ethic and personal service excellence.
- Commitment to ongoing training and development.

### **MANAGEMENT SKILLS**

- Ability to plan, prioritise and organise work, both on an individual and team basis, within a set timetable and in an environment of change and conflicting pressures.
- Ability to initiate and recommend improvements to accounting procedures and techniques.

- Well-developed leadership and motivational skills.
- Ability to contribute to the strategic directions of the organisation.
- Knowledge of and the ability to apply relevant budgeting methods and procedures.
- Ability to manage change in an environment of resource constraint, demonstrating flexibility.
- Ability to solve problems through discussion, negotiation and team work.
- Ability to undertake complex investigatory tasks.

## **INTERPERSONAL SKILLS**

- Capacity to implement changes to policy in an effective manner.
- Ability to gain the co-operation and assistance from a range of people, including other staff, statutory and government personnel etc., in the management of Management and Purchasing administration services.
- Ability to foster co-operation and assistance in the supervision of employees.
- Ability to discuss and resolve accounting issues with organisation and industry counterparts, and within the organisation.
- Highly developed verbal and written communication skills.
- Skills in negotiation and consultation.
- Ability to work as part of a team.
- Ability to maintain excellent public relations on all occasions.

## **QUALIFICATIONS AND EXPERIENCE**

- Tertiary qualifications in Accounting / Business / Finance with several years' relevant experience.
- Membership of a professional accounting body (CPA/CA or equivalent).
- Strong understanding of Australian Accounting Standards as well as working knowledge of financial and management accounting principles and concepts.
- Experience using Technology One Accounting operating and reporting or another similar system.
- Strong customer service skills and focus.

## **KEY SELECTION CRITERIA**

- Tertiary qualifications in Accounting / Business / Finance and membership of a professional accounting body (CPA/CA or equivalent).
- Strong understanding and demonstrated experience in the application of management accounting principles including budgeting, forecasting, monthly reporting and long term financial planning.
- Ability to plan, prioritise and balance workloads in an environment with tight timeframes and conflicting demands.
- Exceptional communication and interpersonal skills with strong experience dealing with both financial and non-financial stakeholders.