

Role Description

Role title:	Senior Finance Business Partner
Level of accountability:	Manager
Mater Ministry:	Health/Corporate
Service Stream/Department:	Facility/Group Finance
Manager role title:	Finance & Operations Manager/Deputy CFO
EA or CLC:	EA
Date created/Reviewed:	9/04/2024

About the role

- The purpose of the Senior Finance Business Partner is to provide strategic financial leadership and direction within a dynamic healthcare setting, supporting the Finance and *Operations Manager/Deputy CFO* in delivering high-quality business partnering and management accounting support to key stakeholders.
- This role plays a crucial part in ensuring the long-term financial sustainability of the organisation by leading and delivering management accounting functions, including budget management, forecasting, performance reporting, and funding assessments.

Role Specific Expectations

The Senior Finance Business Partner (SFBP) fulfills the following responsibilities:

1. Leadership and Team Management:

- Provide leadership and direction to Finance Business Partners and Assistant Finance Business Partners, ensuring adherence to budgeting, forecasting, and performance reporting standards, practices, and legislation.
- Mentor and develop the team to maintain high technical expertise and business partnering skills, fostering a high-performing and client-focused team culture.

2. Financial Management and Reporting:

- Coordinate the preparation of accurate and timely divisional performance reports on a monthly basis, facilitating informed decision-making by key stakeholders and driving continuous financial improvement.
- Lead the *facility/corporate/Ministry* budget preparation tasks within activity-based funding constraints, ensuring best practice commercial principles for private and commercial activities and alignment with Department of Health service contract funding requirements.
- Prepare accurate and insightful *facility/corporate/Ministry* performance reports on a monthly basis to facilitate key stakeholders' effective decision-making.
- Participate actively in performance review meetings with *facility/corporate/Ministry* and cost centre management, providing valuable insights and recommendations for financial improvement.

3. Budgeting and Forecasting:

- Coordinate *facility/corporate/Ministry* budget cycle tasks, including completing cost centre budgets and maintaining budget working papers and reports.
- Prepare regular *facility/corporate/Ministry* full-year forecasts, identify potential differences compared to annual budget targets, and develop recommendations to enhance financial performance.

4. Financial Oversight and Alignment:

- Maintain oversight of *facility/corporate/Ministry* funding arrangements, including activity-based funding and service contract obligations, ensuring alignment with budgetary targets and available resources.
- Ensure sustainable resource allocation planning at the *facility/corporate/Ministry* and cost centre levels, aligned with available funding sources and organisational priorities.

5. Business Partnering and Stakeholder Engagement:

- Provide high-level business partner support to the *General Manager, Finance and Operations Manager/Executive Directors, and Deputy Chief Finance Officer* on budget management, forecasting, internal performance reporting, and funding assessments.
- Develop and maintain effective relationships with internal and external stakeholders, delivering authoritative advice and recommendations on performance reporting, costing, funding, budgeting, and forecasting.
- Lead and support business case development relevant to the portfolio.

6. Contracts and Grants:

- Support the review of contractual agreements and grant proposals to assess financial implications, risks, and compliance requirements.
- Ensure that contracts and grant proposals align with organisational objectives, financial policies, and regulatory guidelines.
- Identify and communicate potential financial risks, opportunities, and requirements associated with contracts and grants to relevant stakeholders.
- Collaborate with procurement, project managers, and program coordinators to negotiate favourable terms and conditions that protect the organisation's financial interests.

7. Continuous Improvement and Change Management:

- Proactively identify system and process improvements, leading change management initiatives to drive continuous improvement of financial performance reporting applications.
- Utilise highly developed skills and practical expertise in contemporary financial management applications and Microsoft Office products relevant to management accounting functions.

8. Training and Development:

- Develop and deliver continued professional development programs for cost centre managers in financial management functions, enhancing technical expertise and business partnering skills within the Finance Business Partnering team.

About you - Qualifications

Essential:

- Relevant tertiary qualification in Accounting, Commerce, and/or Business is mandatory.
- Associated relevant professional registration (e.g., CPA or CA qualified) is highly desirable.

Desirable:

- Relevant management accounting experience within a large healthcare organisation or complex service organisation is highly desirable.

About you – Skills and Competencies

- Effective coordination and leadership of management accounting services within a large public health organisation.
- Development, leadership, and mentorship of high-performing teams in line with contemporary human resource management practices.
- Excellent communication, negotiation, consultation, and change management skills.
- Provision of effective advice and recommendations on financial matters within a large health organisation.
- Strategic thinking, analytical skills, and innovation in complex service planning and clinical activity management.