

Role Description

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

About the role

- The Finance Business Partner (FBP) serves as a strategic liaison between the finance function and operational leadership groups, providing expert financial support and guidance to enhance organisational performance and long-term financial sustainability.
- By partnering closely with **Facility/Divisional/Ministry** and cost center management, the FBP ensures effective budget management, forecasting, performance reporting, and funding assessments to drive financial, operational, and clinical outcomes.

Role Specific Expectations

The Finance Business Partner (FBP) fulfils the following responsibilities:

1. Business Partnering and Financial Support:

- Collaborate with divisional and cost centre management to provide financial expertise and guidance on performance reporting, budgeting, forecasting, and funding assessments.
- Engage proactively with stakeholders to identify financial management issues and opportunities for improvement, contributing to enhanced financial, operational, and clinical outcomes.

2. Performance Reporting and Analysis:

- Prepare accurate and insightful divisional performance reports on a monthly basis to facilitate key stakeholders' effective decision-making.
- Participate actively in performance review meetings with divisional and cost centre management, providing valuable insights and recommendations for financial improvement.
- Supports ledger integrity and month-end and year-end closing processes by preparing or reviewing journals, accruals and ledger reviews.

3. Budgeting and Forecasting:

- Coordinate divisional budget cycle tasks, including completing divisional cost center budgets and maintaining budget working papers and reports.
- Prepare regular divisional 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 divisional 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 divisional and cost centre levels, aligned with available funding sources and organisational priorities.

5. 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.
6. Process Improvement and Change Management:
- Proactively identify system and process improvements to drive continuous improvement in financial performance reporting practices.
 - Lead change management initiatives to successfully implement improvements, enhance efficiency, and optimise financial processes.

About you - Qualifications

Essential:

- Relevant tertiary qualification in Accounting, Commerce, and/or Business is mandatory.

Desirable:

- Associated relevant professional registration (e.g., CPA or CAqualified).
- Relevant management accounting experience within a large healthcare organisation or complex service organisation.

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.