

# Position Description



**Title:** Finance Business Partner  
**Business Unit:** Corporate and Financial Services | Performance and Integration  
**Location:** Melbourne Metro  
**Employment type:** Full Time | Ongoing  
**Reports to:** Senior Manager, Financial Planning & Analysis

## About Uniting

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTIQ) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## Position purpose

- Provides internal stakeholders with high quality financial analysis and accurate and timely visibility of the Divisions financial performance that promotes accountability
- Builds financial management capability within the division via a business partnering model
- Leads the planning and development of the Division budget and forecast processes
- Analyses and provides financial recommendations regarding the assessment of organisational projects, as required
- Ensures the Manager Financial Planning & Analysis is always adequately briefed on financial risk within the Division.
- Supports the Division in understanding its performance, assists in identifying opportunities for improved performance, and provides commercial and financial management skill education.
- Ensures robust and relevant financial modelling supports all business development submissions

## Scope

**Budget:** *nil*

**People:**

- Up to 5 Financial Analysts

## Relationships

**Internal:**

- Senior Manager Financial Planning & Analysis
- Divisional General Manager
- General Manager Corporate & Financial Services (CFO)
- Divisional Senior Management
- Senior Operational/Service Stream Managers
- Financial Accounting staff

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# Position description

## Finance Business Partner



- External**
- Transactional Services staff
  - Service providers/partners
  - Peers in other community services organisations
  - Fellow members of relevant peak bodies

### Key responsibility areas

#### Financial Performance

- Prepare high quality, accurate and timely financial information that facilitates Uniting's financial targets being met, including financial reporting to the relevant General Manager(s)
- Evaluate the financial performance of the division, including links to operational activity and KPI's, and provide proactive advice to the relevant senior managers on remediation options
- Analyse and utilise operational datasets in decision making as well as benchmarking performance with other community service organisations
- Demonstrate a strong client focused approach and the aptitude to interpret complex data relationships linked to operational processes
- Ensure that any efficiency and savings strategies are properly scoped, have been risk assessed as to achievability and that the success (or otherwise) of the strategy can be simply and clearly reported
- Assist with analysing and monitoring performance against budget and targets
- Undertake a variety of analysis and reviews to provide information related to operational performance to key stakeholders
- Analyse operational performance and trends in the business environment to support strategic and operational planning and policy
- Support the identification of areas requiring corrective actions, interventions and enhancements based on statistical and trend analysis

#### Financial Planning

- Support the business in the development and compilation of regular financial and non-financial budgets and forecasts, supporting the Manager Financial Planning & Analysis in the consolidation of these Budgets and Forecasts
- Ensure consistent and accurate commercial inputs for tenders and funding submissions from the FP&A team

#### Business Partnership

- Provide expertise in the development of Business Case proposals by clearly articulating key financial and operational imperatives and identifying key data requirements in support of such
- Assist with analysis through financial modelling and risk analysis and recommend appropriate strategies and/or related interventions to ensure cost effective operations and appropriate risk management
- Contribute to the development and delivery of a finance education program that improves financial literacy, business acumen and accountability within the division and broader organisation.

#### People and teams

- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in leading practices and effective process governance
- Provide support, guidance, coaching, leadership and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.

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# Position description

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- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

### Performance indicators

- TBC

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### Person specification

#### Qualifications

- Tertiary qualifications in commerce, accounting, business or equivalent
- Membership of Institute of Chartered Accountants Australia (ICAA), CPA Australia, Chartered Institute of Management Accountants (CIMA) or equivalent

#### Experience

- A minimum of three years in equivalent senior finance business partnering role(s)
- An understanding of complex funding models and services and the ability to communicate those complexities in an understandable way to other stakeholders
- A proven ability to develop and meet operational and budgetary objectives using excellent written and verbal communication, consultation and influencing skills and sound judgement
- Sufficient understanding of financial accounting principles and standards to ensure management reporting and statutory reporting is readily reconciled and understood
- Comprehensive understanding of best practice management accounting and financial accounting processes
- Demonstrated experience working within a complex array of systems to support business processes including budget management, the development of performance reporting tools and scorecards

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Financial Planning:** Well developed skills in the successful preparation of a complex budgets using advanced tools
- **Business partnering:** Demonstrated capacity to engage proactively with non-financial managers and business leaders, maintain positive working relationships and contribute to the achievement of divisional and organisational goals
- **Data Analytics:** Demonstrated understanding of advanced variance analysis with respect to workforce utilisation and the development of service line reporting (P&L by client/stream)
- **Project management:** proven capability to scope, plan, manage and deliver projects
- **Team:** Team oriented, collaborative approach, with the ability to support and contribute to a high functioning Financial Planning & Analysis team

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## Finance Business Partner



### We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

	Employee	Manager
Name:		
Signature:		
Date:		