

Position Description – Finance Business Partner

Updated 3/11/2023

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	Finance and Procurement Services
Supervisor	Deputy Chief Financial Officer
Classification	Higher Education Officer Level 8
Employment Type	Continuing, full-time

POSITION SUMMARY
<p>Under broad direction, the Finance Business Partner provides end to end service delivery that links Finance services and operational delivery of strategy. This position is the key conduit between the College / Portfolio as the customer, and Finance Planning and Performance, as the service provider.</p> <p>The Finance Business Partner works collaboratively with Leadership to understand localised financial strategic plans behind effective College operations and has the ability to connect these through implementation consistent with Financial Services.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University COVID-19 Vaccination Policy (2022). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.</i></p>

KEY POSITION RESPONSIBILITIES

The Finance Business Partner will be accountable for:

1. Significant input in to the development of College financial plans and appropriately advocating these to Planning and Performance leadership, ensuring consistency with overarching Planning and Performance and Finance strategy.
2. Delivery of technical aspects of the College financial plans through high quality budgeting, forecasting, modelling and performance reporting.
3. Overseeing delivery of revenue accounting and research accounting operations for the College and reporting these to Leadership groups.
4. Overseeing and mitigating financial risk across the College, ensuring set strategies are informed by financial reporting against budget allocations, and ensuring end of year processes are followed.
5. Provision of annual performance and University regulatory requirements of College financial requirements.
6. Leading College financial planning cycles through the provision of effective and client focused advisory services to its key stakeholders, supported by robust analytics, and in accordance with the University policy.
7. Delivering financial services through a continuous service improvement mindset, sharing best practices and thought leadership amongst the College leadership and Finance Business Partner cohort.
8. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Tertiary qualification in Accounting or related area together with CPA/CA qualification, or an equivalent combination of relevant experience and/or education/training.
- Extensive experience in a revenue management / research accounting / risk and compliance function.
- Proven experience working collaboratively with diverse stakeholders, with the ability to influence through advanced communication and presentation skills supporting strategic objectives.
- Demonstrated ability for high level strategy thinking, planning and analytical skills with the provision of services to complex financial matters.
- Proven ability to lead and motivate teams to provide consistent and effective services in a matrix reporting environment.
- Experience in successfully identifying and delivering improvement of service provision in the delivery of financial operational plans.
- Knowledge of and/or experience working within the Australian higher education sector would be an advantage.