

# SENIOR FINANCE BUSINESS PARTNER

## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Finance Business Partner
<b>Responsible To:</b>	Manager, Financial Planning & Reporting
<b>Council Portfolio:</b>	Corporate Services
<b>Council Program:</b>	Finance & Procurement
<b>Classification Level:</b>	Salaried, Level 8

### Overview of Portfolio

The Corporate Services Portfolio provides effective and efficient services and insights to strengthen and grow our organisational capability, and support a culture of accountability, transparency and innovation. Additionally, the Portfolio provides the key support functions to ensure Council's subsidiaries, the Adelaide Central Market Authority (ACMA) and Adelaide Economic Development Agency (AEDA), deliver their objectives in accordance with their respective Charters, statutory requirements and obligations.

### Overview of Program

The Finance and Procurement Program ensures that public resources are effectively managed to enable the delivery of Council's priorities and strategic plans, funding a long-term financially sustainable approach to governance, and creating significant public value through its sustainable procurement practices.

### Key Relationships / Interactions

<b>Internal</b>	Employees across the Finance & Procurement Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
<b>External</b>	Residential and Business Precinct Groups Council and commercial benchmarking networks Professional peer networks State Government departments SA Local Government Finance Managers Group External/Internal Auditors

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## Primary Purpose

As part of the Finance & Procurement program, the Senior Finance Business Partner will provide strategic financial planning, analysis and advice to Directors and their Portfolios including business partnering, management accounting and performance reporting, the preparation of the annual budget, forecasts and long term financial plan, financial planning, project and program governance and accounting and financial support.

## Responsibilities

The Senior Finance Business Partner is responsible for;

- Finance Partnering including providing strategic financial planning, analysis and advice to Directors and their Portfolios.
- Leading the management accounting and reporting for the relevant portfolios including the end of month and end of year processes and the preparation of end of month/quarterly reporting packs for the Executive.
- Leading the preparation of portfolio budgets and quarterly revised forecast including the planning, drafting and analysis of budgets, and collation and review of revised forecasts.
- Financial planning and forecasting, including monitoring key internal and external parameters and analysing the financial impact of emerging priorities, key risks and opportunities for portfolios.
- Leading finance support for projects, programs and business opportunities including facilitating the investigation of funding options, analysis of business cases, decision making and preparation of Council Reports.
- Providing financial advice and support for corporate initiatives including structure and service level reviews, process improvements and cost management initiatives.
- Managing the Finance Framework for projects and programs including overseeing the financial governance and contributing to the project governance process.
- Coordinating financial training for portfolio employees including induction of finance systems and awareness and understanding of management accounting principles and processes.
- Leading direct reports including providing coordination and support to the broader team
- Supporting the Manager, Financial Planning & Reporting in providing leadership to the Financial Planning & Reporting Team including team planning and management of competing priorities
- Managing training and career development needs of self and direct reports through ongoing coaching and the annual Performance and Development Conversations (PDC) process.

## Responsibilities for all leaders:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Lead and manage your team/s to ensure employee engagement and development, resource optimisation, legislative compliance, and the implementation of ongoing service enhancements.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing.
- Take accountability for identifying, reporting, and responding to WHS incidents or near misses, and ensure the appropriate and responsible use of equipment, supplies, and personal protective equipment (PPE) across the team.
- Lead the team in adhering to security requirements (both physical and cyber) by actively modelling best practices, following secure data handling protocols, supporting secure system management, and ensuring team compliance with all information security and safety obligations.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Ensure completion of all mandatory training and support ongoing professional development both personally and across the team aligned with CoA expectations, compliance requirements and information security.
- Monitor and manage budgets and expenditure within delegated limits to ensure efficient and accountable use of financial resources.

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## Position Criteria

<p><b>Qualifications</b></p>	<p>A tertiary qualification in Commerce or Accounting or related field and/or commensurate demonstrated experience in lieu of formal qualifications. CA or CPA professional qualification or equivalent commensurate experience.</p>	<p><b>Essential</b></p>
<p><b>People Management</b></p>	<p>Ability to manage competing priorities, be self-directed and perform duties autonomously under pressure.</p> <p>Ability to lead and provide direction to direct reports and where appropriate, the broader team.</p> <p>Ability to inspire and foster a positive culture and collaborative team environment.</p> <p>Ability to provide financial advice and support to people at all levels of the organisation with an astute awareness of political implications and stakeholder perspectives.</p> <p>Comprehensive negotiation skills, dealing effectively with a broad range of staff and people.</p>	<p><b>Essential</b></p>
<p><b>Financial Skills &amp; Acumen</b></p>	<p>Demonstrated financial management skills including understanding standard financial realities and reporting and budgeting, profit &amp; loss, cost benefit analysis and forecasting / projections for the whole organisation.</p>	<p><b>Essential</b></p>
<p><b>Technical Knowledge &amp; Experience</b></p>	<p>Significant senior accounting experience incorporating analysis and problem-solving principles within a medium to large organisation.</p> <p>Significant working knowledge of accounting and business disciplines including, but not limited to, management and cost accounting, statutory reporting, complex budget development and financial management system improvements.</p> <p>Able to demonstrate prior experience in their ability to identify trends in data and highlight areas requiring focus.</p> <p>Knowledge of relevant legislative provisions including but not limited to the <i>Local Government Act 1999 (SA)</i> and related Regulations.</p>	<p><b>Essential</b></p>
<p><b>Project Management</b></p>	<p>Highly developed project and consultant management skills which underpin the timely development of strategies, projects and programs and assist in cross functional collaboration.</p>	<p><b>Essential</b></p>
<p><b>Innovation &amp; Initiative</b></p>	<p>Proven ability to think strategically, analyse complex situations, develop creative solutions and achieve outcomes that advance the Programs objectives and result in process or service improvement or value add.</p>	<p><b>Essential</b></p>
<p><b>Resource Management &amp; Decision Making</b></p>	<p>Substantial ability to effectively utilise allocated resources which includes planning, delegating and prioritising. Ability to prioritise and be flexible when responding to changing priorities and demands.</p>	<p><b>Essential</b></p>

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<b>Professional Development</b>	A commitment to ongoing professional development and continuous learning.	<b>Essential</b>
<b>Customer Commitment &amp; Integrity</b>	A commitment to internal and external customers demonstrated through the provision of timely, reliable and expert advice on matters within area of responsibility.	<b>Essential</b>
<b>Collaboration &amp; Communication</b>	Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing.	<b>Essential</b>
<b>Administrative Skills</b>	<p>A thorough understanding of practices, procedures and outcomes required of a records management system.</p> <p>Demonstrated ability to identify key issues and present recommendations in a concise and logical manner.</p> <p>Good organisational and time management skills and the ability to prioritise, set deadlines, solve complex problems and make effective recommendations and decisions in a fast-paced environment.</p>	<b>Essential</b>
<b>Government Experience</b>	Experience working in a government environment.	<b>Desirable</b>

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## Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	<p><b>Achievement</b></p> <ul style="list-style-type: none"> <li>• Deliver what matters</li> <li>• Ensure clarity of direction and unity of purpose</li> <li>• Inspire excellence and strive for outstanding results</li> </ul>
	<p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>• Work together to build successful teams and partnerships</li> <li>• Be open, inclusive, and share knowledge</li> <li>• Seek, provide, and act on feedback</li> </ul>
	<p><b>Customer Commitment</b></p> <ul style="list-style-type: none"> <li>• Know your customers and put them first</li> <li>• Listen to and understand customer needs</li> <li>• Be responsive, close the loop and deliver on promises</li> </ul>
	<p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>• Own your actions, successes and mistakes</li> <li>• Act with transparency, honesty, and respect</li> <li>• Do what you say you will do</li> </ul>
	<p><b>Innovation</b></p> <ul style="list-style-type: none"> <li>• Look for ways to improve and create positive change</li> <li>• Think broadly and take a wider viewpoint</li> <li>• Be responsive to new ideas and opportunities</li> </ul>

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## Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

## Physical Demands

<b>Task</b>	<b>Office Workstation</b>
<b>Work Area</b>	<b>Various</b>
<b>Physical Demand Rating</b>	<b>Very Light Work</b>

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
<b>Sitting</b>		✓		Ergonomic adjustable chair	<b>Critical Range of Motion:</b> Shoulder to 90° flexion. <b>Lift Capacity:</b> Up to 2kg (ream of paper). <b>Push / Pull Force:</b> N/A <b>Environmental Factors:</b> Indoor. Carpet in most offices. Lift access in most buildings. <b>Task Rotation:</b> tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. <b>PPE:</b> Office attire and appropriate footwear.
<b>Standing</b>	✓			Accessing folders, p/copier, talking to others	
<b>Walking</b>	✓			Meeting with others, moving between rooms	
<b>Climbing</b>	✓			Option to take the stairs	
<b>Bending</b>	✓			Reaching down to low shelves, p/copier	
<b>Squatting</b>	✓			Reaching down to low shelves, p/copier	
<b>Gripping</b>		✓		Mouse, stationery, phone	
<b>Forward Reach</b>	✓			Typing, using the mouse, phone usage	
<b>Lift</b>	✓			Light items, folders, paper and documents	
<b>Carry</b>	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

**\*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

## Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**\*\* Electronic Offer\*\*** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.