

TEAM LEADER, FINANCE BUSINESS PARTNERING

POSITION DESCRIPTION

Position Title:	Team Leader, Finance Business Partnering
Responsible To:	Manager, Financial Planning & Reporting
Council Portfolio:	Corporate Services
Council Program:	Finance & Procurement
Classification Level:	Salaried, Level 9

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

Internal	Employees across the Finance & Procurement Program
	City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	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

A unique team creating an extraordinary city



Primary Purpose

As part of the Finance & Procurement team, the Team Leader, Finance Business Partnering leads a team to deliver high-quality financial planning, analysis and advice to Directors and their Portfolios. The role is responsible for overseeing business partnering, management accounting and performance reporting activities, including the coordination of the annual budgets, forecasts and long-term financial planning. The position ensures consistent, accurate and timely financial support, while strengthening financial capability, governance, and decision-making across portfolios.

Responsibilities

The Team Leader, Finance Business Partnering is responsible for;

- Leading and managing a team of Finance Business Partners and Finance Analysts to deliver strategic financial planning, analysis and advice to Directors, Associate Directors and Managers.
- Providing leadership, coaching and direction to direct reports, fostering a high-performance culture and supporting capability development and career progression.
- Managing team priorities and workload to ensure effective delivery of competing demands and organisational objectives.
- Working collaboratively with the Manager, Financial Planning & Reporting to contribute to broader team leadership, planning and continuous improvement initiatives.
- Overseeing management accounting and reporting for portfolios, including month-end and year-end processes and the delivery of high-quality reporting packs for the Executive.
- Coordinating the preparation of portfolio budgets and quarterly revised forecasts, ensuring robust planning, review and challenge processes across the team.
- Providing leadership and oversight of financial planning and forecasting activities, including monitoring key parameters, risks and opportunities, and ensuring alignment with organisational priorities.
- Leading and coordinating finance support for projects, programs and business initiatives, including funding analysis, business cases and preparation of Council reports.
- Driving consistent approaches to financial advice, service level delivery, process improvement and cost management initiatives across the business partnering function.
- Overseeing the application of the Finance Framework for projects and programs, ensuring strong financial governance and alignment with broader project governance processes.
- Facilitating financial capability uplift across portfolios, including coordinating training, guidance and support on financial systems and management accounting practices.

A unique team creating an extraordinary city



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.

A unique team creating an extraordinary city



Position Criteria

Qualifications	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.	Essential
People Management	Ability to lead and provide direction to direct reports and where appropriate, the broader team. Ability to inspire and foster a positive culture and collaborative team environment. 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. 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.	Essential
Financial Skills & Acumen	Demonstrated financial management skills including understanding standard financial realities and reporting and budgeting, profit & loss, cost benefit analysis and forecasting / projections for the whole organisation.	Essential
Technical Knowledge & Experience	Significant senior accounting experience incorporating analysis and problem-solving principles within a medium to large organisation. 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.	Essential
Project Management	Highly developed project and consultant management skills which underpin the timely development of strategies, projects and programs and assist in cross functional collaboration.	Essential
Innovation & Initiative	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.	Essential
Customer Commitment & Integrity	A commitment to internal and external customers demonstrated through the provision of timely, reliable and expert advice on matters within area of responsibility. 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.	Essential
Government Experience	Experience working in a government environment.	Desirable

A unique team creating an extraordinary city



Our Values

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

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

A unique team creating an extraordinary city



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

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: 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. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			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.