

## POSITION DESCRIPTION

POSITION TITLE	Finance Business Partner
DIRECTORATE - SECTION	Corporate Services
LEVEL - EBA	8
RESPONSIBLE TO	Coordinator Management Accountant

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

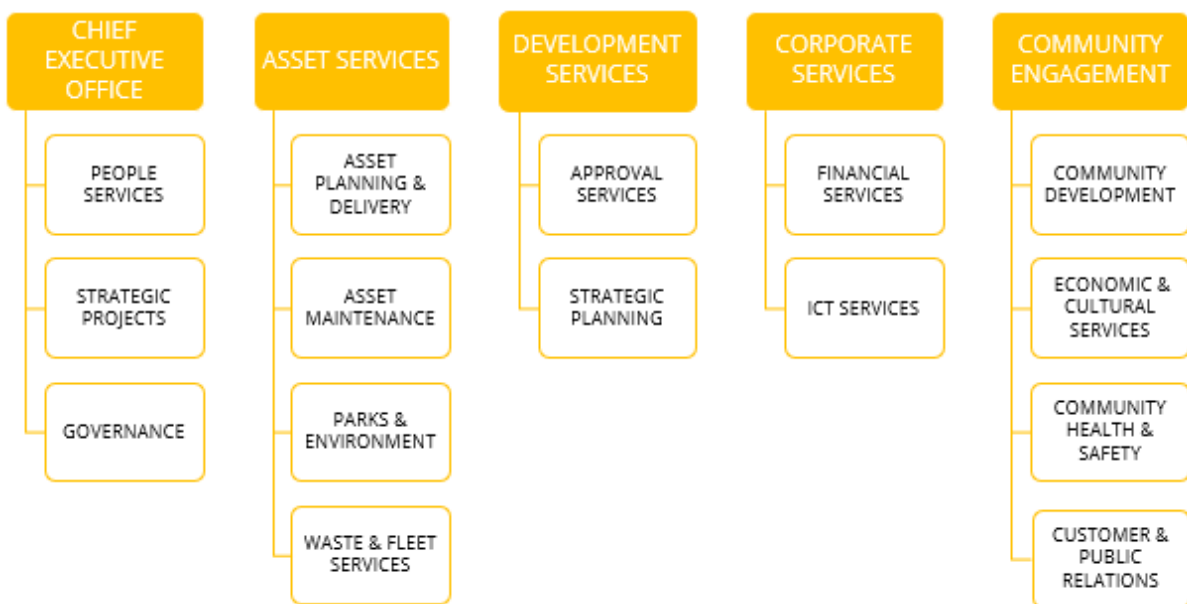
### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

Under broad supervision of the Coordinator Management Accountant, this position is accountable for the provision of quality outcomes in accordance with customer needs as outlined in the Finance Service Plan, by applying skills, knowledge, experience and judgement, guided by established policies, procedures and methods as well as the application of professional standards, education and training to meet current and anticipated changing organisational needs.

The role communicates with a range of customers and stakeholders including government departments and agencies; other local governments; and City Leaders and employees.

A challenging aspect of the role is establishing credibility and engaging with leaders and employees across the City in the face of competing business priorities and organisational change. The position is required to develop and sustain the required mix of capabilities for Finance business partnering including technical expertise and advisory skills together with a strong understanding of the businesses within the City.

Additionally post-holders will use their broad knowledge of business strategy, risk management and performance, to influence their Business Partner's outcomes in line with the organisation's expectations.

## KEY RESULT AREAS

### Collaboration & Teamwork

- Contributes to a cohesive team environment by sharing relevant information, supporting and assisting colleagues in a proactive manner to meet goals and deadlines.
- Thinks critically and actively collaborates with colleagues and Leaders.
- Contributes to the development of business improvement initiatives.

### Customers & Stakeholders

- Acts as a point of contact for customers and stakeholders and responds to enquiries ensuring that these are addressed, resolved and/or re-directed for resolution.
- Liaises with customers and stakeholders to deliver service excellence, ensuring that information is accurate, consistent, clearly communicated, and financial issues are resolved in a timely manner.
- Builds and maintains collaborative relationships with customers and stakeholders, building financial management acumen and capability, facilitating financial services delivery and to influence appropriate decision-making driving value to business partner outcomes.

### Efficient & Effective Delivery

- Prepares routine, cyclic and ad hoc financial management reports with variance analysis, commentary, and trends, in accordance with accounting practices, internal council policies and relevant legislation, to inform and support decision making.

- Undertakes financial analysis, benchmarking, financial modelling and cost benefit analysis that enables the organisation to make well-informed decisions leading to the achievement of organisational objectives.
- Assists with the development of annual planning, budget preparation and forecasts, ensuring that City funds are used in an effective and responsible manner.
- Provides advice and guidance to customers and stakeholders on financial matters in accordance with relevant policies and procedures.
- Prepares reports in functional area or activity tailored to the needs of the audience.
- Processes and practices are continually reviewed, ensuring delivery of quality outcomes and results for customers.
- Proposes innovation and business improvement initiatives within area of accountability activity.

### **Systems and Processes**

- Maintains relevant registers, databases, and systems, ensuring that information is accurate, stored correctly and accessible as required and meets legislative requirements.
- Follows the City's administrative systems and processes, ensuring that information is accurate, stored correctly and accessible as required.
- Contributes to the maintaining and development of processes and procedures that support the work of the Financial Services and Operational Services.

### **WORKPLACE HEALTH AND SAFETY**

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

### **RESOURCES, GOVERNANCE, COMPLIANCE & RISK**

- Ensures knowledge of and complies with safety, legislative, regulatory, financial and administrative frameworks.
- Represents the City in an honest, ethical, and professional way, ensuring adherence to the City's Code of Conduct.

### **WORKPLACE COMPETENCY**

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

### **TRAINING/QUALIFICATION(S)**

- University degree such as commerce or business with a major in accounting.
- Qualification with an Australian professional accounting body such as CPA or CA.
- Relevant experience in a similar role is required.

- Intermediate experience in the efficient utilisation of information systems and technology.

## **ESSENTIAL KNOWLEDGE/SKILLS CRITERIA**

- Advanced computing, numeracy and literacy skills.
- Intermediate organisational skills with the ability to prioritise competing tasks.
- Advanced customer service skills.
- Advanced communication and problem-solving skills.
- Advanced research and analysis skills.
- Intermediate negotiation and influencing skills.

## **DESIRABLE KNOWLEDGE/SKILLS CRITERIA**

- Intermediate knowledge of relevant Local Government legislation and regulations.
- Knowledge of the practical application of occupational health and safety measures in the workplace including hazard identification in an office environment.

## **SELECTION CRITERIA**

1. Commercial and organisational acumen.
2. Communicating to influence and negotiation mastery.
3. Relationship and stakeholder management.
4. Business insight and decision support.
5. Strategic thinking.
6. Appreciation for technology.
7. Global mindset and adaptability.

## **PHYSICAL REQUIREMENTS**

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

## **DIVERSITY**

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## **DRIVERS LICENCE & POLICE CLEARANCE**

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.
2. A current police clearance will be required once an offer has been made.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Rajesh Malde, Manager Financial Services  
DATE PD REVIEWED/APPROVED: 29 February 2024

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