

Position Description

Program or Function name:	Finance and Planning
Role Title:	Finance Business Partner
Award Classification: (If relevant)	Total Fixed remuneration package / Non-Award
Location:	Working from home, Transition to Office Mid 2022
Employment Status:	Full time
Reports to:	Senior Manager Finance and Planning

OzChild

OzChild supports vulnerable children and young people by providing healing, preventing abuse and neglect and strengthening families.

OzChild was founded in 1851 and exists to serve the needs of vulnerable children, young people and families. Our vision would see a society where all children live happily in a safe and caring environment. They have their needs met, have a home in which they are well cared for, well-educated and the support that they need to be the best they can.

OzChild employees will endeavour to maintain a service environment (whether it be in the home, on OzChild premises or other locations) where children and young people are physically and psychologically free from exploitation, abuse, illicit drugs and alcohol at all times. All employees have a duty of care in this regard as child safety is critical to OzChild's vision and purpose.

Child Safety

We are committed to protecting children and young people from all forms of abuse, bullying, exploitation and neglect, and to creating environments in all our programs and services where children are safe and feel safe.

We are committed to listening to children and addressing any concerns they raise with us. OzChild will treat all allegations of child abuse very seriously. We will report all allegations in compliance with incident reporting, mandatory reporting and reportable conduct requirements.

All OzChild People are required to support this commitment to child safety, and to behave appropriately towards children at all times.

Role Purpose Summary

The purpose of the position is to provide internal stakeholders with high quality financial analysis and accurate and timely visibility of the portfolio's financial performance that promotes accountability. The role supports the achievement of OzChild's Strategic Objectives by building financial management capability within the portfolio via a business partnering model. The role leads the planning and development of the Portfolio budget and forecast processes; analyses and provides financial

recommendations regarding the assessment of organisational projects as required and ensures the Senior Manager, Finance and Planning is adequately briefed at all times on organisational financial risk. The Finance Business Partner supports the portfolio in understanding its performance and provides commercial and financial management skill education.

In doing so, the position will support the OzChild Way behaviours and accountabilities as follows:

- **We deliver evidence-based services:** Utilise your professional knowledge and skills to monitor, review, develop and maintain policy, procedure, practices and guidelines that supports the accurate and timely completion of processes and reporting to support our Service Delivery and Program Teams.
- **Our customers determine our success:** Support and continually develop and enhance networks within OzChild and the capability of our Service Delivery and Program Teams to support the effective delivery of high quality services to children and young people, their families and to carers/volunteers.
- **We deliver innovative solutions:** Engage others in the development of functional plans, tactics and activities to support innovation in services and achieve the desired outcomes articulated in the OzChild Strategic Plan.
- **We set each other up for success:** Support collaboration with internal and external stakeholders and directly support your team and the Service Delivery and Program Teams by providing the necessary guidance, development, and tools for people to achieve success in their roles.
- **I learn, adapt, grow, and embrace my cultural competence:** Demonstrate a willingness and energy for personal learning, adapt to and embrace change, and develop your cultural competence.

Position Specific Responsibilities

Financial Performance

- Assist with the preparation of high quality, accurate and timely financial information that facilitates OzChild's financial targets being met, including financial reporting to relevant key internal stakeholders.
- 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 data sets in decision making as well as benchmarking performance with other community service organisations
- In consultation with program managers and team members assist with the preparation of various acquittal reports in line with funding guidelines and contractual requirements.
- 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.

Business Partnering

- Build partnerships and maintain strong relationships with Directors, Program Managers and their teams. Meet regularly with budget holders to assess financial performance and to provide financial management information, analysis and advice.
- Provide effective financial advice to ensure key operational, compliance and financial targets are delivered. Coach others to understand reports and to evaluate risks and opportunities.
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- Provide assistance and 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 portfolio and broader organisation.

Financial Planning

- Support the business in the development and compilation of regular financial and non-financial budgets and forecasts, supporting the Senior Manager Finance and Planning in the consolidation of these Budgets and Forecasts
- Ensure quality commercial inputs for tenders and funding submissions from the Finance and Planning team

Key Job Relationships

Internal

- OzChild Executive Directors
- OzChild Senior /Assistant Managers
- OzChild Program/ Managers
- OzChild Administration staff
- OzChild Finance and Infrastructure team

External

- OzChild Suppliers
- Government Funding Channels
- Government funders
- Fleet Companies
- AO
- External Auditors
- Internal Auditors

Qualifications

Essential

- Bachelor's Degree in accounting

Desirable

- CPA or CA or equivalent recognised qualification would be highly preferable for this position

Screening and Licences

- Satisfactory safety screening (Police & Working with Children Checks relevant to where OzChild deliver services).
- Must be able to drive, provide and maintain a valid Drivers' Licence and have access to reliable transportation.

Skills and Experience

- A minimum of three years in equivalent senior 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
- Sound knowledge and understanding of financial accounting principles and standards to ensure management reporting and statutory reporting is readily reconciled and understood.
- Demonstrated experience working within a complex array of systems to support business processes including budget management, the development of performance reporting tools and scorecards.
- Have experience using software and accounting systems, particularly Great Plains.
- Have experience using budgeting and forecasting software with experience using Magiq or other ERP systems highly regarded.
- Have an advanced knowledge of Excel with the ability to create and work with spreadsheets confidently.

Mandatory Training

All employees of OzChild are required to complete Mandatory Training and Program Specific training upon commencement of employment and complete refresher training as required.

Organisational Responsibilities

- Demonstrated ability to work as part of, and contribute to, a person-centred team.
- Facilitate good working relationships with all services of OzChild, the clients, their families and other people significant to the client.
- Undertake all interactions with clients, families and co-workers in a culturally sensitive manner and take appropriate account of cultural and linguistic diversity.
- Attend client, employees related meetings, workshops, conferences and training as required.
- Ensure privacy and confidentiality are upheld at all times.
- Be familiar and comply with OzChild policies, procedures and other work instructions as updated from time to time.
- Represent OzChild and our services in a positive manner at forums, meetings and training with external agencies.
- Assist in the development of continuous improvement and service accountability initiatives as needed.

OzChild People Responsibilities

- Ensure compliance with OzChild’s Code of Conduct, policies and procedures, and commitment to cultural awareness and child safety;
- Demonstrate commitment to diversity, respect differences and foster an environment and relationships that are safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination;
- Participate in and complete all mandatory training, and participate in other training and development opportunities to ensure they have the necessary qualifications, skills, certificates and clearances to meet the requirements of their position;
- Embrace and utilise technology and new ways of working to enhance collaboration, effectiveness and outcomes;
- Ensure the safety and well-being of self and other;
- Work together as a team and encourage and support others within their team;
- Speak up, and making it clear when behaviour is unacceptable;
- Support those who are affected by breaches of this policy and encourage them to take action;
- Raise concerns and or complaints in a constructive manner, including identifying possible solutions.

Safety and Wellbeing Responsibilities

- Assume accountability for safety and wellbeing for self and others;
- Undertake all duties safely and in accordance with applicable policy, procedures and processes;
- Participate in safety and wellbeing consultative forums and contribute ideas to improving safety and wellbeing;
- Where appropriate, participate in workplace safety and wellbeing training, programs and initiatives;
- Report all work health and safety breaches, hazards and incidents, and assist with actions to reduce and eliminate risks.;
- Report any work related or non-work-related injury or illness;
- Support return to work programs to facilitate safe and durable return to work for OzChild People, where possible, for both work-related and non-work-related Health Condition/s.

Responsibilities stated herein reflect the primary functions of this job and should not be construed as an exhaustive list of duties. They may vary or be amended from time to time without changing the roles level of responsibility.

I have read and understood the position description.

Team Member Name:

Team Member Signature:

Date:


Click here to enter a date.