



Position Details

Position title:	Finance Business Partner (Management Accountant)
Award Classification:	Band 7
Department:	Finance
Division:	Operations and Infrastructure
Date Approved:	March 2025
Approved By:	Chief Financial Officer

Organisational Relationships:

Reports To:	Senior Finance Business Partner
Supervises:	Nil
Internal Stakeholders:	All relevant staff within the organisation including General Managers, Managers, Coordinators, staff.
External Stakeholders:	FinPro, Local Government Councils, Government Authorities, Public.

Position Objectives

- To work closely with relevant divisional/departmental staff to provide financial assistance and advice on the development and regular reporting of budgets/forecasts, key performance indicators, business cases, financial performance responsibilities and process improvements in accordance with financial policies.
- To act as the key point of contact for finance related activity, including timely and accurate reporting and analysis, insight and advice to assist with decision making.

Key Responsibilities and Duties

- Act as the point of contact for finance related activity. This includes building strong relationships with relevant staff and understanding of key financial policies and procedures.



- Support to the Executive Management Team, Managers, Coordinators/Heads of, and Team Leaders for the development of their annual budget and resource allocation plan (in the agreed format).
- Preparation of accurate and timely monthly financial reports and information for decision making including but not limited to monthly financial reports and variances, acquittals and returns, contract pricing reviews, and project portfolio reporting.
- Assist the managers to meet effective and efficiency department KPIs and measures through business partnering, problem solving and conceptualising solutions.
- Responsible for the accuracy of financial data in the Financial Management Information System including but not limited to budgets, forecasts (including monthly phasing), actuals and projects. Processing journal adjustments where needed.
- Collect, analyse, monitor, interpret data and information, and make recommendations to ensure key financial outcomes and process improvements are achieved and ensure compliance with corporate financial control requirements to assist with the delivery of effective financial control, financial risks mitigation and budgeting.
- Provide regular and ad hoc training on financial related activities including but not limited to financial management and relevant system training (e.g. budgeting module) and provide expertise and advice relating to the analysis and interpretation of business performance ensuring strong management accounting emphasis.

Accountability and Extent of Authority

- This position is accountable to the Senior Finance Business Partner, the Head of Financial Business Partnering, Analysis and Compliance, the Chief Financial Officer and the Executive Leadership Team for the provision of financial, management and project accounting business support.
- The position provides significant financial support in the preparation of annual budgets and rolling monthly and 10-year forecast.
- The nature of the work is specialised; however, the procedures and processes are generally already established.
- The incumbent of the position will hold considerable autonomy in managing time, setting priorities and planning and managing work, however guidance and advice is usually available.

Judgement and Decision Making

- Work closely with relevant divisional staff to ensure a clear understanding of financial impact to the organisation as a result of recommendation and decisions.
- Problem solving in new situation may be required but working closely with peers, team leader, Coordinator, Heads of, CFO and other relevant staff based on effective analysis, research and finance policies.
- Guidance is not always available within the organisation.



Specialist Skills and Knowledge

- Experience in Management Accounting/ Finance Business Partnering role
- Demonstrated understanding of quality management principles, processes and procedures.
- Strong financial analytical skills.
- Demonstrated knowledge and experience with budgeting, forecasting and relevant accounting & financial procedures
- Demonstrated understanding of Financial Management Information system skills and knowledge specific to the role.
- Sound knowledge of spreadsheet and data analysis.
- Ability to prepare, analyse and interpret financial and accounting reports.

Management Skills

- Ability to manage own time, plan & organise own work under limited direction and exercise a degree of autonomy on complex or unusual matters
- Work effectively in a team and contribute to team goals and objectives.
- The position requires an understanding of EEO, OH&S, and other applicable Council policies and procedures.
- Skills to achieve objective despite conflicting pressures.

Interpersonal Skills

- Highly developed interpersonal and relationship management skills, with the ability to build and cultivate effective partnerships with a diverse range of stakeholders.
- Strong written and verbal communication and presentation skills, with the ability to effectively convey messages and explain technical financial data to non-finance audiences.

Qualifications and Experience

- Academic: An appropriate tertiary qualification in accounting or related area. Ideally hold or working towards CPA qualification.
- Experience: Several years relevant experience in Management Accounting required

Mandatory Requirements

- Victorian Driver Licence and VicRoads Licence verification



Child-Safe Standards

Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.

Key Selection Criteria

- An appropriate tertiary qualification in accounting or a related area including CPA/CA (or working towards).
- Experience in business and financial analysis, scenario modelling, budget formulation and forecasting.
- Experience in working in high performing team and being able to manage competing deadlines.



- Excellent communication and ability to motivate and liaise with others and demonstrated ability to problem solve and manage complex financial information.
- Proven ability to work effectively in a team environment and exercise personal judgement within approved frameworks to guide decision making
- Strong computer skills including advanced Microsoft Excel and demonstrated experience in Enterprise Resource Package or Financial Management Information System (TechnologyOne preferred).

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.