

Position Description

Central Highlands Water

*Integrity
Teamwork
Leadership
Care*

Finance Business Partner

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| Title | Finance Business Partner |
| Classification | Band 4, Central Highlands Water Enterprise Agreement 2020 |
| Team | Finance |
| Division | Business Services |
| Work location | 7 Learmonth Road, Wendouree |
| Employment type | Full time, ongoing |
| Position reports to | Financial Controller |
| Direct reports | NA |

Our Values

Our vision: *Our Water – Our Customers – Healthy Living*

Our mission: *Together, we provide quality water and wastewater services, safely, efficiently and sustainably to communities in the Central Highlands Region*

Our values: *Integrity Teamwork Leadership Care*

Organisational Environment

At CHW *'Safety is Everyone's Priority*. We are committed to the safety of our people, customers and the community we serve and we have a zero tolerance towards harassment or violence within the workplace.

We have an inclusive workplace that embraces diversity and difference. We believe all jobs can be worked flexibly and we actively encourage job applications from Aboriginal people, people living with disability, LGBTI and people from varied cultural backgrounds.

We encourage employees' continuous professional development. Employees are supported in keeping abreast of current industry best practice and are encouraged to take an active personal interest in staying informed of professional practices, standards and latest trends.

We believe that everyone has the capability to show leadership, regardless of their formal level of authority. We expect all team members to focus their efforts on developing and displaying the leadership behaviours defined in our Leadership Capability Framework. We have a commitment to enhancing our leadership maturity across the whole business, through our internal Personal Leadership Program, Learn Lead Grow (LLG), and focussing on Leading Self, Leading People and Leading the Organisation.

Purpose

The primary objectives of the position are to:

- Be a trusted advisor and foster active partnerships across the business and be an interface for clear and user-friendly information between finance and operations.
- Assist in the delivery of high quality, efficient and accurate financial accounting, management accounting and statutory reporting services.

Key Duties/Responsibilities

Finance Business Partner

- Build and foster partnering relationships with Managers and their teams to ensure an in-depth knowledge of the business's operations is gained whilst delivering a high level of customer service.
- Regularly meet with Divisions and Managers to discuss monthly budget, forecast variances, trends and drivers of the financial results.
- Drive the preparation process with the partnering division for annual budgets and forecasts;
- Provide financial support to projects, programs and business improvement opportunities within the partnering division.
- Providing financial training including induction of finance systems and awareness and understanding of accounting principles and processes.

Accounting

- Produce balance sheet reconciliations and financial reporting on a monthly basis.;
- Process and reconcile monthly accruals for payroll and operational expenditure.
- Assist in the yearly budget and forecast function.
- Assist with the submission of the annual report in a timely manner.
- Provide internal and external auditors with timely responses to information requests.
- Manage the submission of the ESC, WSAA and ABS reporting.
- Ensure accurate preparation, reconciliation and submission of payments and information to Australian.

Systems Administration

- Global and Employee Self Service (ESS) databases – manage and coordinate annual maintenance and upgrades, users and training.
- CommBiz – manage the maintenance of users and bank accounts.
- Auskey – manage the maintenance of users and system details.
- Australian Taxation Office - manage the maintenance of users and system detail.
- State Revenue Office - manage the maintenance of users and system details.
- Dynamics Great Plains - manage the maintenance of users and system details.
- MAGIQ Reporting - manage the maintenance of users and system details.

Accounting

- Produce balance sheet reconciliations and financial reporting on a monthly basis.
- Process and reconcile monthly accruals for payroll and operational expenditure.;
- Assist in the yearly budget and forecast function.
- Assist with the submission of the annual report within timelines.
- Provide internal and external auditors with timely responses to information requests.
- Manage the submission of the ESC, WSA and ABS reporting.
- Ensure accurate preparation, reconciliation and submission of payments and information to Australian Regulatory bodies including but not limited to BAS, PAYG, FBT and Payroll tax.
- Review of all data being input in the General ledger by Finance Officers including Accounts Payable and Sundry Debtors.
- Other duties and projects as required.

1. Authority and Accountability

- Accountable for the efficient and effective performance of all duties and key responsibility areas of the role.
- Accountable for the provision of a professional and positive first point of contact service to CHW customers on all finance and accounting related matters.
- Constructively contribute to creating and maintaining CHW's desired culture by demonstrating CHW's values and behaviours, and being at all times mindful and respectful.
- At all times, create and foster a safe work environment and ensure compliance with the provisions of the Occupational Health and safety Act, Regulations, and CHW policies and procedures.
- Required to actively identify and participate in training as required.

2. Judgement and Decision Making

- Authorised to exercise independent judgement in the delivery of high-quality work performed in accordance with established standards, business objectives, policies and priorities.
- Personal judgement is required in determining day-to-day work priorities and methods subject to broad principles, guidelines and policies.
- Required to exercise initiative and discretion in daily activities associated with the management of finance and accounting information and systems.
- Expected to seek solutions to finance and accounting enquiries and provide informed advice in a timely manner.

3. Specialist Knowledge and Skills

- Well-developed understanding of the role and function of financial management and accounting.
- Well-developed technical accounting skills, financial literacy and numerical skills with a high attention to detail.
- Demonstrated computer skills and working knowledge of Microsoft Office, (intermediate to advanced skills will be highly regarded) and specialist systems.
- Demonstrated experience in the provision of accounting/financial advice to customers and stakeholders.

4. Leadership/Management Skills

- Well-developed organisational, time management and administrative skills with the ability manage multiple projects whilst working independently.

- Well-developed skills in applying internal control systems, stakeholder management, service excellence, continuous improvement and organisational awareness.

5. Interpersonal Skills

- Well-developed communication and interpersonal skills with the ability to lead and influence internal and external partners.
- Demonstrated ability to work effectively as part of a team and build personal rapport with colleagues.
- Expected to act with integrity, professionalism and maintain a high level of confidentiality on sensitive issues and other matters.
- Able to foster an environment and culture of empowerment within the Finance Team that encourages self-development, initiative and decision-making.
- Demonstrated ability to treat all customers and colleagues with honesty, fairness, sensitivity and dignity.

6. Qualifications and Experience

- Tertiary qualification (Degree minimum) in Business or Accounting with eligibility for membership and/or progression towards ICAA or CPA.
- Post qualification experience in a relevant accounting or finance role.
- Demonstrated experience in the provision of business focused analysis, strategic advice and support across the organisation, with a focus on identifying and driving business improvements.
- Advanced demonstrated Microsoft Excel skills and working knowledge of a range of software applications.
- Demonstrated knowledge and experience in the application of accounting standards (AIFRS).
- Experience of the Water Industry or other regulated industry is preferred.

Key Selection Criteria

- Relevant qualifications and experience.
- Well-developed interpersonal skills with the ability to communicate effectively (written and verbal communication skills) and prepare and deliver finance information to varied audiences in a professional manner.
- Demonstrated experience in financial business partnering, month-end accounting and financial analysis.
- High level of computer competency utilising a range of business applications.