

# Role Charter

<b>POSITION:</b>	<b>FINANCE BUSINESS PARTNER</b>
<b>Reports to:</b>	Senior Management Accountant
<b>Accountable to</b>	Manager Financial Reporting
<b>Directorate:</b>	Finance
<b>Date revised:</b>	October 2024

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

## Our Guiding Principles are:



### MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



### BE WELCOMING

Care for everyone as people, not tasks or numbers.



### BE OPEN MINDED

Listen to each other and work together to find solutions.



### KEEP YOUR PROMISES

Follow through on your commitments to everyone.



### LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

## Primary Purpose

The Finance Business Partner works alongside other business functions, using strong analytical skills to advise and support decision-making. The role of a Finance Business Partner is to assist in the improvement of business operations and performance through clear interpretation of financial and commercial data. This will involve employing specialist financial management advice to ensure effective, evidence based decisions.

## Core Accountabilities

1. Provide specialist financial management advice to key organisational stakeholders to assist in the improvement of business functions, operations and performance.
2. Act as a trusted financial advisor and provide support to Executive, Managers and Senior Accountants.

3. Support with the business inputs to the development of budgets, forecasts and inputs to key corporate financial reporting documents such as Operational Plans, Quarterly Budget Reviews and financial statements interpretation.
4. Develop commercial business modelling tools and templates and provide guidance on appropriate linkage with connecting department to ensure effective, holistic, business models.
5. Maintain up to date knowledge of relevant international and Australian accounting standards and practice, legislation, council policies and prescribed corporate and external reporting frameworks.
6. Develop and maintain productive, professional relationships with colleagues, management, staff, service providers and other stakeholders, including auditors.

Undertaking any other duties, projects or tasks as directed by the Supervisor which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

### **Essential Criteria**

1. Degree qualifications in Business, Commerce, Accounting or related discipline.
2. Contemporary knowledge and demonstrated experience in all aspects of accounting, preferably in a public sector environment.
3. Demonstrated ability to manage competing priorities, meet strict deadlines and continuously improve processes.
4. Proven ability to work productively as a member of a team and contribute to team goals.
5. High level computer literacy, including the ability to identify and implement changes to systems and processes.
6. Highly developed numeracy, verbal and written communication skills with a high level of attention to detail and accuracy.

### **Desirable Criteria**

1. Experience in a business financial advisory or business educational role.
2. Knowledge of the Local Government Code of Accounting Practice and Financial Reporting.
3. Qualifications in or near completion of, or eligible to complete CPA and/or CA.

Date:

Agreed:

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**Employee Name**

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**Employee signature**