

Position Description (Employee)

Senior Finance Business Partner

Division	Chief Finance Office
Business Unit	Financial Planning and Reporting
Grade/Band	Band 8
Date position description approved	6 May 2021

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030 – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

The City takes pride in its financial position and business operations, and is actively looking forward to define new methods of delivering high quality services and facilities to its community. The Financial Planning and Reporting (FPR) Unit is focused upon ensuring the best possible performance across all business units of Council and requires high calibre professional to meet these demands.

The Senior Finance Business Partner will be responsible for providing value and insightful financial analysis for major projects, proposals, business cases and provides assistance and support to all divisions of Council in all areas of financial management.

They will be the primary contact for allocated divisions of Council providing advice, and to review the financial performance of those Division's in conjunction with the respective Managers.

The Senior Finance Business Partner will also drive improved individual Unit performance by partnering with Unit Managers and key stakeholders within Council to develop improved strategies, actions, and reporting.

This position will manage two finance business partners including prioritisation of work flows and their professional development.

Key accountabilities

- Assess, monitor and review key risks and opportunities for major projects and proposals through the use of advanced financial analysis skills to develop financial models and support critical strategic, commercial, operational and project business decisions.
- Support, Challenge and influence Directors and their senior managers in key operational and strategic decisions using insights, analysis and problem solving skills.
- Drive multi-disciplinary work teams on special projects that may arise such as multi-faceted reporting, benchmarking, risk management and tender evaluation panels.
- Facilitate budgets and monthly forecasting to meet strict deadlines and be the primary contact between FPR and assigned operational Divisions to ensure high level financial information is delivered to assist in decision making.
- Deliver insights that link financial reports to business strategies and providing critical analysis, review and commentary.
- Drive improved property debtor management reporting and analysis.
- Drive continuous improvement.
- Drive efficiency and coaching in the team and across the organisation.
- Comply with Council policy and statutory reporting requirements.

Role specific accountabilities

- Develop and/or maintain complex financial models to support effective decision making.
- Prepare and develop best practice reports, dashboards and financial modelling tools to provide business performance insights and managing an OLAP tool, including the enhancement of the City's long term financial model.
- Capital works performance reporting and insights, including process improvement and improved cash flow modelling.
- Oversight and coordination of the organisation's capital works long term budgeting and forward estimates.

Key challenges

- Establishing and maintaining effective partnerships and stakeholder management to deliver improved financial capability across a diverse group of Directors and senior managers and employees with various levels of skills, knowledge and experience.
- Operate within a busy and changing environment and meet business deadlines.
- Manage the competing demands of the Senior Management and Executive.

Key relationships

Who	Why
Internal	
Financial Planning and Reporting Unit	<ul style="list-style-type: none">• Receive information on progress towards business objectives and discuss future directions.• Contribute to decision making.• Identify emerging issues/risks and their implications and propose solutions.
Directors and Senior Managers	<ul style="list-style-type: none">• Provide advice on financial and non-financial information in order to inform evidence based business decisions
External	
Auditors	<ul style="list-style-type: none">• Provide timely and accurate work papers and information

Key dimensions

Decision making

The position is accountable for decisions on a day to day operational basis and has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

Reports to

Financial Planning and Analysis Manager

Estimated number of indirect reports

Nil

Essential Knowledge, Skills & Experience

- CPA / CA or similar tertiary qualifications.
- Experience in completing complex business case proposals.
- Extensive experience in budgeting and reporting processes and practices.
- Extensive experience in corporate finance systems and developing and maintaining complex financial models.
- Financial modelling, system development and management or development of capital works budgeting for a large complex organisation.

Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Advanced
	Demonstrate Accountability	Adept
	Manage Self	Advanced
	Display Resilience and Adaptability	Adept
Relationships	Work Collaboratively	Adept
	Communicate and Engage Respectfully	Advanced
	Community and Customer Focus	Advanced
	Influence and Negotiate	Advanced
Results	Deliver Quality Results	Advanced
	Create and Innovate	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
Resources	Finance	Advanced
	Technology and Information	Adept
	Assets and Tools	Adept
	Procurement and Contracts	Adept

**This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.*

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity & Courage	Advanced	<ul style="list-style-type: none"> Models ethical behaviour and reinforces it in others Represents the organisation in an honest, ethical and professional way and sets an example for others to follow Promotes integrity, courage and professionalism inside and outside the organisation

		<ul style="list-style-type: none"> • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Relationships Communicate and Engage Respectfully	Advanced	<ul style="list-style-type: none"> • Presents with credibility and engages varied audiences • Translates complex information concisely for diverse audiences • Creates opportunities for others to contribute to discussion and debate • Demonstrates active listening skills, using techniques that contribute to a deeper understanding • Is attuned to the needs of diverse audiences, adjusting style and approach flexibly • Prepares (or coordinates preparation of) high impact written documents and presentations
Relationships Influence and Negotiate	Advanced	<ul style="list-style-type: none"> • Builds and maintains professional relationships inside and outside the organisation • Makes a strong personal impression and influences others with a fair and considered approach

		<ul style="list-style-type: none"> • Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise • Identifies key stakeholders and tests their level of support in advance of negotiations • Uses humour appropriately to enhance professional relationships and interactions • Pre-empts and minimises conflict by working towards mutually beneficial outcomes
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> • Is able to draw on wide-ranging interests and experiences when facing new challenges • Thinks broadly about the root of problems before focusing in on the problem definition and solutions • Is able to discuss issues from different angles and project impacts into the future • Considers the broader context when critically analysing information and weighing recommendations • Involves diverse perspectives in testing thinking and solutions
Resources Finance	Advanced	<ul style="list-style-type: none"> • Ensures the design/delivery of services is within budget • Explains the organisation's financial drivers to others in plain language • Evaluates strategic business cases including the relative cost benefits of direct provision or purchase of services • Models the highest standards of financial probity, demonstrating respect for public monies and other resources • Promotes the role of sound financial management and its impact on long term financial sustainability • Seeks and applies specialist financial advice to inform decisions
Resources Assets and Tools	Adept	<ul style="list-style-type: none"> • Contributes quality information about council and community assets to asset registers • Prepares accurate asset maintenance and replacement costings in line with council plans and policies • Is aware of asset management risks and actions to manage and mitigate these