

## Finance Business Partner (Accountant)

At Council our position description reflects our core values which guide the work we do, ensuring a positive and productive environment while delivering high-quality services to our community. Each role is integral to upholding these values and contributing to the Council's mission and vision.

<b>Position Title</b>	<i>Finance Business Partner (Accountant)</i>	<b>Industrial Instrument</b>	<i>Queensland Local Government Industry (Stream A) Award – State 2017</i>
<b>Position Number</b>	1191 & 1229	<b>Classification Level</b>	6
<b>Department</b>	<i>Financial Services</i>	<b>Status</b>	<i>Ongoing Full Time</i>
<b>Branch</b>	<i>Finance</i>	<b>Location</b>	<i>Lannercost Street</i>
<b>Directorate</b>	<i>Office of Mayor and Chief Executive Officer</i>	<b>Direct Reports</b>	<i>Nil</i>
<b>Reports To</b>	<i>Chief Financial Officer</i>	<b>Job Dictionary</b>	<i>Not Applicable</i>
<b>Document last reviewed</b>	<i>June 2025</i>		
<b>Aim of Position</b>	<p>The Finance Business Partner plays a key role in supporting the organisation through the provision of strategic financial advice, analysis and insights. By partnering with business units, the role not only contributes to effective month-end and year-end financial processes but also supports ongoing improvements in financial and corporate accounting practices.</p> <p>As a trusted finance advisor, you will provide high-quality guidance and support on a wide range of financial matters including accounts payable, debtor management, budgeting, business planning, asset accounting, rating, and general financial operations. A strong customer service focus is essential, ensuring that financial services are delivered in a responsive, accurate and collaborative manner that meets the needs of internal stakeholders.</p>		

### Our Values Our workforce aligns with the values of:



#### Opportunity

Embracing change, growth, and new possibilities.



#### Respect

Our people - Our heritage - Our environment.



#### Strength

Together with integrity and purpose.



#### Accountability

Our actions – Our impact – Our commitment.

## Key Responsibilities

The key duties and responsibilities of this position include (but are not limited to):

- Partner with business units to provide strategic financial advice, analysis and reporting to support decision-making and operational performance.
- Assist with the preparation and coordination of month-end and year-end financial processes, including reconciliations, journals, accruals, and financial statements.
- Lead and support the development of annual budgets and budget reviews in collaboration with operational teams, ensuring alignment with organisational goals.
- Monitor and report on budget performance, identifying and investigating variances and recommending corrective actions as needed.
- Provide expert advice and support on accounts payable, debtor management, business planning, and financial compliance.
- Contribute to the management of Council's rating, assets and property functions in accordance with relevant legislation, policies and procedures.
- Support the continuous improvement of financial systems, processes and reporting tools to increase efficiency and accuracy.
- Foster strong, collaborative relationships with internal stakeholders to enhance financial literacy and promote a customer-focused finance function.
- Ensure all financial activities are undertaken in accordance with legislative requirements, accounting standards, and Council policies.

## Other responsibilities

In addition to their primary responsibilities and outcomes, all employees are expected to fulfill secondary responsibilities and accountabilities as needed. This may involve supporting colleagues within their functional area or assisting other business units of the Council, as directed, within their skills and capabilities.

These secondary responsibilities may arise at short notice due to unforeseen operational requirements. However, where planned support is needed, reasonable notice will be provided whenever possible.

## Qualifications, Skills and Experience

### Mandatory:

- Tertiary qualifications in Accounting, Finance, Business, or a related discipline.
- Demonstrated experience in financial management, budgeting, and reporting within a complex organisation.
- Sound knowledge of accounting standards, legislation, and regulatory requirements relevant to local government or the public sector.
- Strong analytical and problem-solving skills, with the ability to interpret and communicate financial information clearly to non-finance stakeholders.
- Proficiency in the use of financial systems and Microsoft Excel, including experience with budgeting and reporting tools.
- Demonstrated ability to build effective working relationships and influence across all levels of the organisation.
- Well-developed verbal and written communication skills, including the ability to prepare clear and concise reports, correspondence, and presentations.
- Experience contributing to or supporting the direction of a small team, with a focus on fostering collaboration and performance.

### Desirable:

- Membership or eligibility for membership with CPA Australia or Chartered Accountants ANZ.
- Experience in a local government or public sector finance environment.

## Workplace Health and Safety (WHS)

Responsible for working safely at all times to protect own WHS and that of any other person in the workplace. This will include:

- Strict adherence to Personal Protective Equipment (PPE) requirements as per the WHS Induction and/or Council requirements;
- Abiding by Council WHS Policies, Procedures and training at all times;
- Complying with instructions given for WHS;
- Reporting any personal injury, third party or vehicle incidents or damage to your Supervisor immediately;
- Never operating machinery, equipment or vehicles under the influence of alcohol and/or drugs;
- Not wilfully or recklessly interfering with or misusing anything provided for WHS;
- Not wilfully or recklessly placing at risk the WHS of himself/herself or others; and
- Reporting any WHS concerns and hazards to your direct Team Leader or Manager and/or the WHS Coordinator immediately.

## Disaster Management

- Undertake training as required to provide a proficient and effective service in Council's Local Disaster Coordination Centre; and/or
- Be available to provide an important role in disaster management response and recovery during and following activation of Council's Local Disaster Management Group in times of natural disasters.

## Customer Service

- Response times are to be within the response standards identified in the Customer Service Charter;
- Treat both internal and external customers with courtesy and respect;
- Work according to agreed customer service standards within Council; and
- Contribute towards setting customer service standards within your team.

## Acceptance of Position Description

I hereby agree to abide by Council values, policies and the *Local Government Act 2009* and that this position description clearly outlines the overall responsibilities, physical requirements and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level and may be updated as required to reflect business needs.

<b>Employee Name</b>		<b>Signature</b>		<b>Date</b>	
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