



## position description

<b>Job Title:</b>	Finance Business Partner
<b>Position ID:</b>	2208
<b>Location:</b>	Yuggera/Tuurbal   Milton
<b>Division/Programme:</b>	Corporate Services / Finance
<b>Immediate Manager:</b>	Business Analysis and Performance Manager

### about us

**yourtown** is a trusted provider of services for young people, with a focus on mental health and wellbeing, long-term unemployment, prevention of youth suicide, child protection, as well as support for those experiencing domestic and family violence.

We exist to help young people realise they can tackle whatever life throws at them. To believe in their unique strengths, tenacity and self-determination, to identify and create the path they want for themselves.

Our goals are achieved through genuine collaboration with community, we depend on the support of donors, sponsors, governments and Art Union supporters to fund our vital services, to give children and young people the confidence to rise up and keep moving forward to achieve their potential.

**yourtown** has a zero-tolerance approach to abuse and we believe that Safeguarding is a shared responsibility of all, for all.

### purpose of the position

This position is responsible for partnering with business leaders and providing high quality financial information, reporting, analysis and performance advice to the finance team, business and its leaders and to foster a culture of strong financial stewardship in the business.

### responsibilities

May include, but are not limited to:

- Develop and maintain relationships as a trusted and valued financial partner and advisor to the relevant business leaders in providing high quality financial planning and performance support and advice
  - Support the preparation of financial data, insight and reports for senior leaders including the Board
  - Develop and deliver the consolidated annual budget report, quarterly forecast reports and monthly performance reports against those budgets and forecasts along
  - Support the business to establish financial performance KPIs and metrics and provide analysis, evaluation and reporting of these through balance scorecards and dashboards
  - Apply performance data into actionable insights and implement improvement actions



- Undertake financial analytics and scenario modelling
- Support the development of business cases, tender and costing submissions, and funding acquittals
- Contribute to the forecasting into the medium and long term
- Build financial stewardship capability within the business including but not limited to budget management, forecast projections and operating with a stronger commercial focus
- Undertake financial analysis and provide appropriate advice, including recommendations to address critical issues or strategies
- Support the development of financial tools, templates and processes. Participate in other duties as may be required to achieve efficient and effective **yourtown** services
- Proactively engage with the business and relevant leaders to build strong and trusted working relationships
- Demonstrate an understanding of and meet the requirements of the position and all performance expectations including:
  - Maintaining currency of knowledge with regards to relevant legislation, professional practice and emerging trends to ensure advice is current and effective
  - Participating in other duties and cross-functional teams as may be required, in order to achieve efficient and effective **yourtown** services
  - Participating in and meeting the expectations as agreed pursuant to the Organisational Performance System processes
  - From time to time be required to assist in other locations and travel intrastate, or interstate, as required.

at **yourtown** our team members:

- Adopt a culture of individual and organisational accountability, shared mission, mutuality of respect and responsibility, growth mindset and continuous improvement
- Invest in their own ongoing professional development and leadership capability through active learning, seeking feedback and participating in **yourtown** leadership impact opportunities
- Solve team and organisational problems using a super team approach leveraging cross functional capabilities and skills with diverse thinking to create a future ready workforce.
- Engage respectfully and meaningfully with Aboriginal and Torres Strait Islander communities, stakeholders, clients, and colleagues. Actively support initiatives identified in **yourtown's** Stretch Reconciliation Action Plan 2023 – 2025.

selection criteria

Essential knowledge, skills, abilities:

- Bachelor qualification in Accounting, Business, Finance or a related field and a minimum of four years' experience in financial planning, budgeting and forecasting processes and reporting in a financial partner capacity
- Hold and maintain a relevant professional qualification (CA, CPA, CIMA)



- Demonstrated capability and confidence in working closely with senior leaders and Executives and being their trusted financial business partner
- Strong understanding of how to develop, analyse, evaluate, report on and present financial performance metrics whilst working to strict deadlines and time constraints
- Demonstrated experience in developing budgets and forecasts within a multi-program organisation, preferably within community or not for profit services
- Ability to independently develop modelling for scenarios, metric driven operating models and adhoc analysis with a high level of accuracy
- High quality written and verbal communication skills including briefings notes, reports and presentations
- Strong ability to communicate, build rapport and influence at all levels of the organisation
- Strong problem solving, negotiating and influencing skills and the capacity to impart skills and knowledge to others
- Ability to apply performance data into actionable insights to advise and implement business improvements to processes and service standards
- Strong computer skills, including the use of Microsoft Word and Excel, as well as other relevant contemporary applications (e.g. PowerBI)
- A positive attitude, client-focused approach and genuine care for the work you are doing

#### requirements

The Finance Business Partner must always:

- Comply with the relevant state or territory requirements for working with children
- Maintain satisfactory National Criminal History Check
- Possess an unrestricted current Driver's Licence
- Comply with **yourtown's** immunisation procedure.
- Demonstrate conduct compliant with **yourtown's** Code of Conduct.
- Maintain confidentiality and discretion in all matters.
- Align to the mutuality of safety and wellbeing for self and others in all **yourtown** workplaces and work related activities.
- Uphold the **yourtown** safeguarding commitment in every aspect of their role.



Review and Version Control				
Version	Authorised by	Approval Date	Effective Date	Comment
v1.1	Senior P&C Business Partner  Viv Stark	25/03/202 4	25/03/2024	Refreshed to updated template. TT