



Finance Business Partner

POSITION DESCRIPTION FORM

Region / Portfolio:

Finance & Business Services

Position Description Number:

Generic 420

Directorate / Command / District / Division:

Financial Planning & Evaluation

Level:

Level 5

Work Unit:

Financial Business Services

Employment Conditions

Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Various

Position Objective

Provides a consultancy service on financial management issues.

Role of Work Unit

The Financial Business Services Unit provides the senior executive with effective relationship management and provides high level business and financial advice and support across the agency. The unit provides oversight and coordination of all Finance Business Partners who are responsible for providing support with complex financial issues within the portfolios, divisions and districts. The unit contributes to the management of the agency's financial management framework incorporating the budget allocation process, provision of professional accounting and finance advice to portfolios, monitoring budget performance, identifying budgetary and actual trends, and provision of training to internal stakeholders in relation to the financial management framework.

Reporting Relationships

This position reports to:

- Executive Manager, Level 7
- Senior Finance Business Partner, Level 6

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

Key Accountabilities

1 Financial Management (75%)

- 1.1 Monitors, analyses and reports on the financial performance of the portfolio ensuring the early identification of variations, trends, issues, solutions and opportunities; addressing such issues as year-to-date expenditure, projected outturns, reasons for significant variations and recommends corrective action, including annual financial report and reviews.
- 1.2 Co-ordinates budget allocation and cash flow projections for the portfolio.
- 1.3 Evaluates and recommends the implementation of best practice in relation to budget and financial management in the portfolio.
- 1.4 Provides strategic advice in relation to all financial management issues in the portfolio.
- 1.5 Provides timely financial information for Parliamentary and Ministerial Questions relating to the portfolio.
- 1.6 Undertakes financial analysis and provides appropriate recommendations.
- 1.7 Coordinates and compiles the budget for the portfolio, including the preparation of support documentation.
- 1.8 Reviews Memorandums of Understanding relating to the portfolio.
- 1.9 Coordinates and/or assists with the development and evaluation of financial and/or business cases/plans for the portfolio, incorporating the budget.
- 1.10 Conducts costings for initiatives and proposals, including Cabinet Submissions, funding submissions and business reviews.
- 1.11 Participates in procurement processes, providing financial assessment and evaluation.
- 1.12 Undertakes trust funds management, including monthly financial reporting, annual and quarterly acquittals, fund statements and recoups, development of structures to capture revenue and expenditure, and preparation of information for the Management Audit Unit and Financial Reporting and Taxation.
- 1.13 Provides training on financial issues to staff within the portfolio.

2 Network/Relationship Management (20%)

- 2.1 Builds effective partnership orientated and solution focused relationships with stakeholders, which seek to optimise business performance in line with strategy and business planning.
- 2.2 Acts as the conduit between personnel within the portfolio and the Finance & Business Services Directorate on financial management issues.
- 2.3 Liaises with the Finance & Business Services Directorate on financial management methods and procedures utilised by the agency.
- 2.4 Provides briefings to business managers and/or portfolio heads on financial management matters.
- 2.5 Participates in project teams for business cases and participates and/or represents the portfolio at meetings.

3 Other (5%)

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 3.3 Undertakes other duties as directed.

Position Title: Finance Business Partner	Level: 5	Position Number: Generic 420
---------------------------------------------	-------------	---------------------------------

Work Related Requirements

Essential

Communication, negotiation and interpersonal skills

Context in which work related requirements will be applied and or general standard expected.

Comprehending business issues. Imparting information in a clear, concise manner to bring awareness and influence change. Understanding the audience, targeting key points and presenting messages accordingly. Developing and maintaining positive relationships with stakeholders. Participating at meetings. Presenting financial reports, negotiating financial issues and influencing outcomes.

Analytical and conceptual skills

Undertaking research, and conceptualising and analysing trends, patterns and issues relating to financial costings, cost benefit analysis and financial evaluations. Investigating significant trends, issues, impacts and opportunities, and providing advice and evidence-based recommendations.

Planning & Organisation skills

Planning, prioritising and working in a complex and demanding environment. Managing own workload and demonstrating flexibility in managing competing priorities. Meeting deadlines under pressure. Anticipating needs of stakeholders and exercising initiative to achieve outcomes.

Financial planning and management skills

Participating in annual budget cycles. Managing finances including budgeting, cashflow reviews and identifying strategies to meet financial and business objectives. Conducting costings and business reviews in a large and complex organisation.

Ability to work in a team environment

Building and sustaining positive relationships. Involving others and recognising their contributions. Participating in project teams, procurement processes and the development of business cases.

Knowledge of contemporary financial management practices, trends and reforms

Applying state government financial management framework and current developments. Australian Accounting Standards, *Financial Management Act 2006* and Treasurer's Instructions, Fringe Benefits Tax and Goods and Services Tax legislation.

Desirable

Possession of, or progression towards a relevant tertiary qualification and/or eligibility for membership to an Australian professional accounting body

In Business, Commerce, Finance or related fields. Membership to, or progress towards, the Australian Society of Certified Practising Accountants or Institute of Chartered Accountants or National Institute of Accountants.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Leading Others](#).

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Organisational Establishment Officer Organisational Design and Analysis	Marsha Qin	22/09/2025
Assistant Director Financial Planning & Evaluation	Xin Li	10/09/2025