POSITION DESCRIPTION

Position Title:	Finance Business Partner
Position Number:	7083
Group:	Corporate & Community Services
Business Unit:	Finance
Service Unit:	Finance
Reports To:	Coordinator Financial Planning and Performance
Grade:	13
Hours Of Work:	35 hours per week
Last Date Of Review:	October 2026
Last Date Of Evaluation:	October 2026

Role Function Summary

The Finance Business Partner provides financial planning, performance reporting, analysis and business partnering support across the organisation. Working closely with managers and business units, the role delivers budgeting, forecasting, financial insights and decision support that strengthen accountability, improve performance and support Council's long-term financial sustainability.

Key Responsibilities (Major and Essential Job Functions)

- Coordinate the preparation, monitoring and review of Council's annual budget, Quarterly Budget Reviews and forecasting processes in partnership with business units.
- Prepare timely, accurate and meaningful financial and performance reporting, including analysis, commentary and insights to support decision-making.
- Build strong relationships with business units and provide proactive financial advice, challenge and support to improve accountability, resource allocation and organisational performance.
- Coordinate the financial components of Delivery Program, Operational Plan and other organisational performance reporting, including financial results, budget performance, variance analysis and supporting commentary.
- Undertake financial modelling, scenario analysis, service costing and financial analysis to support planning, resource allocation and strategic decision-making.
- Prepare and evaluate business cases, investment proposals and financial assessments, including analysis of affordability, funding, sustainability and financial impacts.
- Monitor and analyse capital program performance against budget, funding and planned delivery and provide financial insights to support infrastructure and service planning decisions.
- Assess asset lifecycle costs, maintenance requirements and long-term service sustainability impacts to support organisational planning and decision-making.
- Build financial capability across the organisation through coaching, guidance and support to managers and budget owners.
- Drive continuous improvement in budgeting, forecasting, reporting, business partnering and performance management processes.
- Apply and maintain approved overhead and cost allocation methodologies, including allocation calculations, analysis and advice to budget owners.
- Support development and review of Council’s Long-Term Financial Plan through forecasting, scenario

analysis, financial modelling and preparation of supporting assumptions and analysis.
- Contribute to the continuous improvement and effective operation of the broader Finance Service Unit.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP - Engaged people; Safe and Sustainable workplace; and a Performance based culture
Our Purpose	To "create community".
Values and Behaviours	Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are: **Accountable** • We know what we do, and do what we say **Connected** • We work together to create community **Integrity** • We do the right thing **Care** • We are people who care **Adaptable** • We are ready to respond.
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	The responsibilities of this position are completed in line with all Council policies and procedures related to this position. Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.

Organisational Relationships

Internal Relationships:	Whole of Council; Finance Team;
External Relationships:	Customers and members of the public; Government Agencies; Banking Institutions; Other Council's; Contractors and Consultants
Direct Reports:	Nil
Indirect Reports:	Nil

Specifications and Technical Skills:

Qualifications

- Degree qualifications in Accounting, Commerce, Finance, Business or a related discipline.

Essential Criteria

- Demonstrated experience in budgeting, forecasting and financial performance reporting.
- Demonstrated experience preparing and analysing financial information to support organisational decision-making.
- Demonstrated experience providing business partnering, financial advice and support to operational and

management stakeholders.
- Demonstrated experience preparing business cases, financial models and investment evaluations.
- Demonstrated experience undertaking financial analysis, scenario modelling and performance reporting.
- Demonstrated experience working within a complex organisation with competing priorities and stakeholder requirements.

Skills and Knowledge

- Well-developed analytical, problem-solving and financial modelling skills.
- Demonstrated ability to interpret financial information and communicate insights in a clear and meaningful manner.
- Highly developed interpersonal, written and verbal communication skills with the ability to influence, challenge and support stakeholders.
- Demonstrated ability to build effective working relationships across all levels of an organisation.
- Demonstrated ability to manage competing priorities and meet critical deadlines.
- Strong understanding of budgeting, forecasting and financial performance management principles.
- Advanced proficiency in Microsoft Excel and financial management systems.

Desirable Criteria:

- Membership of CPA Australia, Institute of Chartered Accountants in Australia or the Institute of Public Accountants.
- Previous NSW Local Government experience.
- Experience preparing or supporting Long Term Financial Plans.
- Experience with service costing, activity-based costing and cost allocation methodologies.
- Experience supporting Quarterly Budget Reviews and budget development processes.
- Experience preparing performance reporting, KPI reporting and organisational dashboards.
- Experience using Authority, LG Solutions or similar local government financial systems.

Licences and Tickets:

- Drivers licence