

POSITION DESCRIPTION

Position Title:	Coordinator Finance Business Partnering
Position Number:	7153
Group:	Corporate & Commercial Services
Business Unit:	Finance
Service Unit:	Finance
Reports To:	Chief Financial Officer
Grade:	15
Hours Of Work:	35 hours per week
Last Date Of Review:	November 2023
Last Date Of Evaluation:	January 2024

Role Function Summary

The Coordinator - Finance Business Partner is a key role within Council's Finance Service Package providing essential financial services to the organisation. This position will support the support the Chief Financial Officer (CFO) and lead the Finance Business Partners in business partnering with the various teams to provide information, guidance and relationship building.

Key Responsibilities (Major and Essential Job Functions)

- Lead high performance by setting clear direction, performance standards and expectations for individuals and teams. Give and receive regular feedback to enable performance to be improved and ensure individuals obtain the development and support they need to perform to the best of their ability.
- Support the delivery of efficient, high quality financial services including business planning/budgeting and forecasting/financial, financial reporting, and financial analysis and insights.
- Support the CFO to monitor service delivery and identify/help drive continuous improvement and a high-level of customer service.
- Build strong partnering relationships with key stakeholders in Business Units for which you have responsibility and become a trusted advisor. This will include:
 - Effectively communicating and collaborating with budget owners to develop and enhance finance acumen across the organisation;
 - Assisting with the development of business cases
 - Routine and ad hoc financial reporting
 - Assisting with service excellence reviews;
 - Providing financial administration assistance
- Reconciliations and finance system maintenance and providing related informal training.
- Assisting with the preparation of Quarterly Budget Review, Annual Financial Statements, notes, schedules, returns and reports; and
- Enhancing and maintaining Council's chart of accounts to ensure efficient operation.

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	ESSP - 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; Leadership Team
External Relationships:	Customers and members of the public; Government Agencies; Banking Institutions; Other Council's; Community Organisations; Contractors and Consultants
Direct Reports:	Nil
Indirect Reports:	Nil

Specifications and Technical Skills:

Essential Criteria:

- Degree qualifications in accounting, financial management or business management.
- Demonstrated experience (minimum of 5 years) in a similar position within a large multi-disciplined organisation.
- Demonstrated experience in providing sound advice, guidance and support to a wide range of key stakeholders across the organisation and providing support and mentoring to junior staff.
- Demonstrated high level of interpersonal, written and verbal communication skills with the proven ability to communicate with a wide range of stakeholders, both internal and external and build effective working relationships with people at all levels of the organisation.

- Demonstrated well developed negotiation and conflict resolution skills with the proven ability to negotiate suitable outcomes and resolve conflict in a difficult environment.
- Demonstrated highly developed time management and organisational skills and the demonstrated ability to prioritise and manage multiple tasks and meet critical deadlines.
- Proven ability to develop, promote and implement reforms, systems and policies within a continuous improvement environment.
- Demonstrated advanced computer skills utilising Microsoft Office, particularly Excel, computerised financial management systems, project management systems and Electronic Document Management systems.
- Demonstrated analytical and research skills including extraction, collation and analysis of information from reports and presentation in a concise and meaningful manner.

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Desirable Criteria:

- Membership of CPA Australia, Institute of Chartered Accountants in Australia or the Institute of Public Accountants.
- Previous local government experience.
- Experience with Activity Based Costing and other cost allocation methods.
- Demonstrated experience with Microsoft query and Crystal Reports.
- Demonstrated experience in managing and/or developing financial and related systems.

Licences and Tickets:

- Driver's Licence

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓						✓				
Walking			✓			✓						
Standing			✓			✓						
Bending				✓	✓							
Squatting				✓	✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Driving		✓						✓				

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	☐	No	☐	Repetitive Hand Movements	Yes	☐	No	☐
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	☐	No	☐	Simple Grasping (hold bottle)	Yes	☐	No	☐
Power Grasping (tight grip)	Yes	☐	No	☐	Power Grasping (tight grip)	Yes	☐	No	☐
Pushing Pulling (to from body)	Yes	☐	No	☐	Pushing Pulling (to from body)	Yes	☐	No	☐
Fine Manipulation (fine finger)	Yes	☐	No	☐	Fine Manipulation (fine finger)	Yes	☐	No	☐

Tick below if these are requirements of the position:

☐	Operating mobile plant	☐	Working with paints, solvents, oil, grease
☐	Light repetitive handling	☐	Cold environment
☐	Dog/cat control	☐	Climbing, working at heights
☐	Cattle, sheep handling	☐	Confined spaces work
☐	Native Animal, reptile handling	☐	Customer contact
☐	Garbage collection	☐	Screen based work (intermittent)
☐	Office, toilet cleaning	☐	Screen based work (constant)
☐	UV exposed	☐	Clerical deadlines
☐	Herbicide/Pesticide use	☐	Supervisory – clerical, planning, deadlines
☐	Cooking	☐	Building trades work
☐	Walking on Slopes / Hills / Gradients	☐	Motor trades work
☐	Walking on uneven surfaces	☐	Child care
☐	Working with bitumen	☐	Hospitality
☐	Working with concrete	☐	Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: **Coordinator Finance Business Partnering**

Employee:

Skill Progression Requirements ☒ Step Achieved	Salary Step	N/A	1	2	3	4
Strong customer service and stakeholder engagement skills	1					
Tertiary qualifications in Accounting, Commerce, Business or related field and considerable relevant experience	1					
High level computer literacy particularly in Excel	1					
Excellent verbal and written communication skills	1					
Demonstrated strong customer service and stakeholder engagement skills	1					
Demonstrated ability to adhere to Council's Recordkeeping procedures	2					
Prepare and review policies and procedures relevant to team	2					
Advanced understanding of Financial Reporting requirements relating to team functions	2					
Establish and maintain positive relationships with key stakeholders both internal and external	2					
Working knowledge of LG Accounting and Reporting standards	2					
Ability to assist in the preparation of the QBRs	3					
Ability to assist in the preparation of the Annual Budget	3					
Advanced knowledge of investments, grants and loans functions	3					
Ability to provide accurate and timely metrics reporting	3					
Demonstrated ability to cross skill and perform duties of other team members when required	3					
Advanced knowledge of relevant Acts, ATO Legislation and Regulations as relates to the commercial finance service delivery	4					
Demonstrated ability to Up Skill through performing relief duties during times of absence or when required	4					
Advanced ability to critically review Councils financial systems to recommend and implement improvements	4					
Ability to identify potential improvements and/or alternative solutions to work procedures that enhance Council's performance	4					
Undertake further studies pertaining to this position	4					

Skills Review Year (eg 2023): _____ **Position:** _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

People Leader's comments on Employee's skill step assessment:

Employee's Comments:

Name

Signature

Date

Coordinator's Comments:

Name

Signature

Date

Manager's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
☒ Proposed Salary Step Placement				