

## Position Description

<b>Position title:</b>	Finance Business Partner	<b>Reports to:</b>	Senior Manager – Financial Services
<b>Program / Department:</b>	Finance	<b>Primary work location/s:</b>	Wayville
<b>Direct reports:</b>	Finance Officer	<b>Key stakeholders:</b>	Senior & Program Managers Finance Team Government Agencies Funding Providers
<b>Award:</b>	SCHADS	<b>Classification:</b>	Level 7

### Who we are

Baptist Care SA provides out of home care, disability care, youth education and employment, homelessness, and therapeutic support services. Established in 1913 we have a dedicated staff and volunteers who work tirelessly to help South Australians achieve their full potential. Baptist Care SA is committed to working with the State’s most disadvantaged, championing local issues and connecting with people to provide transition pathways from adversity to opportunity.

### Our values

<p><b>Integrity</b></p> <p>Ensuring personal and corporate transparency and the highest ethical standards.</p>	<p><b>Compassion</b></p> <p>Treating people and communities with empathy, dignity and fairness.</p>	<p><b>Empowerment</b></p> <p>Releasing individual strengths that promote personal and community transformation.</p>	<p><b>Innovation</b></p> <p>Fostering a culture of continuous improvement, staff engagement and improved client outcomes.</p>
--	---	---	---

### About the role

The Finance team provides financial reporting for all levels of management from team leaders to the Executive. Through reporting, forecasting and analysis the team builds valuable insights for the organisation, which allows for appropriate decision making.

The Finance Business Partner is to provide comprehensive support, financial advice and to assigned Senior Managers and Program Managers to improve their capacity of achieving targeted financial performances that aligns with strategic and operational goals, including the development, reporting, and monitoring on financial and activity budgets.

## Role responsibilities

### Support and Advice to Senior and Program Managers

- Using skills and knowledge to deliver transparent, accurate and relevant financial information and analysis to assigned managers within the organisation to assist with decision making.
- Continual education and mentoring for assigned managers to increase financial literacy and understanding on financial management.
- Support the Senior Manager to ensure compliance with financial contractual obligations across assigned programs and services.
- Use skills and knowledge in the identification and delivery of Quality Improvement initiatives focusing on improving business unit financial performance, operational efficiencies and supporting decision making.
- Support and guide the effective management of complex financial matters.
- Manage and develop procedures to support the financial performance of the assigned business units.
- Induct and orientate new managers, and other key staff, on financial management, and the concepts required to assist them in performing their duties, accountabilities and responsibilities.
- Ensure that the relevant procedure manual is accurately and comprehensively maintained and reflects current practice and legislative requirements.
- Provide a monthly report to the Senior Manager that clearly identifies all relevant financial activity, variance to budgeting and forecasting for the Business Unit.

### Revenue Collection Activities

- Ensure that revenue is recognised in a timely, complete, and accurate basis.
- Perform all functions relating to the collection of revenue in assigned programs, providing functional support to Senior and Program Managers.
- Ensure that an effective and accurate system for Debtor Management is used accurately and consistently.
- Provide timely, complete, and accurate quotations.
- Ensure continual strengthening and review of the internal control environment.

### Budget & Forecast management

- Support the development and maintenance of operating and capital budgets that align with organisational and business unit plans.
- Reporting of all material budget considerations on a timely basis.
- Perform required activities to support the development of current year financial forecasts.
- Ensure forecasts are updated on an ongoing basis to ensure accuracy each month.

### Provision of accurate financial information

- Ensure the general ledger accurately reflects the financial performance of business units at the end of each accounting period.
- Approve business unit journals.
- Undertake thorough and accurate financial analysis and report to internal stakeholders.
- Undertake accurate and comprehensive financial modelling for business units.
- Ensure compliance with report schedule.
- Identify and employ accurate Unit costing information.
- Provide Senior Manager, Financial Services with monthly reporting on Actual, Variance and Forecasting.

### People Management

- Ensure all staff are appropriately trained, equipped and empowered to provide high quality service and work-output.

- Foster and maintain a workplace culture which attracts and retains skilled, experienced and values aligned staff.

### Quality and continuous improvement

- Contribute to the ongoing review and evaluation of service delivery to ensure the continuous improvement of our services, enhancement of our client wellbeing, independence, and choice.
- Comply with relevant legislation.
- Contribute to the review and continuous improvement of our internal systems for quality assurance, reporting and monitoring.
- Ensure business and operational risks are identified and appropriately monitored and/or mitigated.

### Work Health and Safety

Baptist Care SA is committed to the health, safety and wellbeing of our employees, volunteers, contractors, clients, and other people within our workplaces. As a Baptist Care SA team member, you must:

- Take reasonable care for your own and others' health and safety within the workplace.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others.
- Cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace.
- Report all injuries, illness, near misses or hazards as per Baptist Care SA's policies and procedures; and
- Participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

### Know and apply Baptist Care SA policies and work directives

- Align with the Baptist Care SA strategic intent and values, including the strategic plan.
- Model and foster behaviours aligned with the Code of Conduct.
- Work harmoniously with Baptist Care employees, volunteers and other stakeholders.

## About you

### The qualifications you bring

- Degree qualification in Accounting or Commerce.
- Membership with CPA Australia or CA ANZ.

### The experience you bring

- Substantial experience in an equivalent accounting role, especially with a focus on financial reporting, management accounting, analysis, and budget management.
- Demonstrated experience in development, maintenance, and review of financial management systems.
- Experience with Technology 1 software.
- Experience managing financial budgets and financial modelling.
- Familiarity with not-for-profit financial management, NDIS and grant acquittals.

### The competencies (knowledge, skills and behaviours) you bring

- Demonstrated competency in Excel and Accounting software.
- Compliance to policies and procedures and relevant legislation.

### Other specific employment requirements

- A current and valid DHS: Child-Related Employment Screening/WWCC.
- National Police Clearance as per the Background Screening Check Policy.

- Training – Child Safe Environments.
- A valid full South Australian drivers’ license (C Class).

### Desired Requirements

- Promote good relations and practices towards different minority groups that support equality, diversity, and inclusion.
- Previous experience in a faith based, community services environment.
- Aboriginal and Torres Strait Islander peoples are encouraged to apply.

## Your confirmation of acceptance:

By signing below, I accept that I have read and understood this position description and that I agree I am able to undertake all aspects of this role.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee name: \_\_\_\_\_

### Monitoring, evaluation and review

Status:	Approved	Control:	People and Culture
Approved by:	Manager, People & Culture	Version:	2
Effective Date:	December 2024	Review Date	December 2025