

# Role Description



<b>Role title:</b>	<b>Classification:</b>
Finance Business Partner	ASO5
<b>Division/Business unit:</b>	<b>Reports to:</b>
Finance, Digital and Customer Support / Finance	Principal Finance Business Partner

## Role purpose:

The Finance Business Partner is a role within Finance and is accountable to the Senior Finance Business Partner for:

- Providing high-quality support and service by partnering with stakeholders in assigned portfolio area regarding financial matters.
- Preparing, developing and analysing key financial information to enable management decision making to support the portfolio's financial sustainability.
- Controlling and coordinating elements of financial related projects within the Department.

## Key outcomes and accountabilities:

1. Provide expert financial advice and partner in management decision making to influence local operations.
2. Review the financial performance of local operations to determine their effectiveness and recommend corrective action as required.
3. Meet key Government timelines in relation to Annual State Budget Process, Mid-Year Budget Review and regular budget monitoring.
4. Ensure the quality and integrity of data and efficiency of systems supporting the financial management function.
5. Provide input into cabinet submissions, ministerial briefings, budget papers, coordinate briefings and other relevant documentation, as required.
6. Develop and maintain internal and external stakeholder communications, relationships and partnerships.

*Note:* Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.

## Special conditions:

Prior to being employed, the successful applicant will be required to obtain a National Police Check (NPC) if new to the Department and a satisfactory Employment-related Screening Check where this is required for the role.

## Key Relationships/Interactions:

- Principal Finance Business Partner (line manager)
- Manager, Finance Business Partnerships
- Director, Finance
- Chief Financial Officer

- Divisional Executives and relevant managers
- Staff of the Finance, Digital and Customer Support Division
- Government and Non-Government Agencies

### Budget/Delegations:

Level 6 Financial Authorisation

### DHS expectations and values: (Organisational contribution)

- Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment, as well as follow procedures to manage and minimise risks within DHS.
- Follow the principles of a sustainable working environment by following departmental greening initiatives.
- Model ethical behaviour and practices consistent with the SA Government Code of Ethics for Public Sector Employees, Values and DHS Working with Children and Young People Code of Conduct
- Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG) and the DHS Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department.
- Take action and provide services that are inclusive of Aboriginal people, people from culturally and linguistically diverse backgrounds, LGBTQIA+ people and people living with disability, as well as engaging in learning about other cultures and diverse communities to better establish relationships and improve services.

### Role specific capabilities: (Skills, experience, knowledge, attributes)

1. **Accountability and Decision-Making** – Make decisions within area of responsibility, evaluating all available information and acting in line with organisational policy and values.
2. **Analyse and Report** – Analyse and integrate information from a variety of sources to develop and deliver reports and presentations.
3. **Build Partnerships** – Understand that needs of diverse range of customers and cultures and deliver services that meet these needs using initiative, creativity, negotiation, consultation, and conflict-resolution skills.
4. **Finance Knowledge Base** – Demonstrate strong discipline knowledge and understanding of Government policies, Departmental Guidelines, Accounting Standards, Treasurer’s Instructions, and Audit requirements.
5. **Initiative and Problem Solving** – Take prompt action to solve problems, act on own judgement without prompting, look to go beyond job requirements to achieve objectives, analyse problems and think creatively to negotiate and implement sound solutions.
6. **Interacting with Technology** – Interact with a range of software applications, including the advanced Microsoft Office suite, efficiently and adapt to changes in technology and/or systems.
7. **Project Management Experience** – Utilise experience in developing and managing projects in accordance with timelines and budget.

### Qualifications:

**Desirable:** A degree in Accounting, Commerce, Finance, Economics or other related discipline.

**Key leadership competencies and expected behaviours at this classification:**

**Supports and implements strategic direction**

- Understands the big picture and contributes to the development of strategic direction for the BU.
- Assumes ownership of team goals and business objectives.
- Works with a whole-of-government mindset and aligns objectives with organisational priorities.
- Look for opportunities to initiate continuous improvement. Communicates effectively in times of uncertainty.
- Identifies and analyses complex problems relating to the team’s work objectives.

**Achieves and monitors own results**

- Delivers results and improvements to meet team objectives.
- Evaluates existing systems and resources, and identifies opportunities for development and improvement.
- Makes decisions and manages risks affecting the team and individual role, even in ambiguous situations.
- Abides by the laws, regulations and policies determining team and individual role activities.
- Holds self and others accountable for reaching team outcomes, and escalates issues where necessary.
- Monitors team/project performance and seeks feedback to guide improvements.
- Develops job-specific expertise and builds on the knowledge and skills of self and others to achieve objectives.

**Enhances service delivery excellence**

- Adds value to the BU by setting, reaching and encouraging high performance standards.
- Identifies and raises awareness of trends, potential problems and opportunities to meet the current and future needs of the business.
- Provides others with ongoing feedback and coaching for development.
- Identifies learning opportunities and encourages innovation and resourcefulness to meeting team performance standards.
- Embeds a strong customer service ethos by understanding needs.
- Effectively manages resources to meet competing and complex demands.



**Cultivates productive working relationships**

- Seeks to understand the perspectives of others and the implication in the wider public sector.
- Tailors approach to the audience or situation to ensure information is understood and key actions are agreed upon
- Constructively manages and resolves conflict by identifying boundaries and appropriate workarounds.
- Genuinely values the input, expertise and experience of others; promotes information sharing to gain new insights and deliver outcomes.
- Engages in strategic relationships with internal and external stakeholders.
- Is sensitive towards diverse agendas, concerns, interests and views and can adapt approach accordingly

**Exhibits personal drive and professionalism**

- Acts with integrity and promotes consistency among principles, organisational values and ethical behaviour.
- Displays belief in own strengths and abilities; challenges issues constructively and acknowledges mistakes.
- Adapts effectively to changing priorities and work demands, responding in a controlled manner.
- Self-evaluates performance, seeking feedback from others; recognises how behaviour impacts others.
- Promotes a culture that values respect and diversity within the team, and models this in all interactions.
- Ensures a focus on wellbeing and safety for self and others, and raises concerns where necessary.

**Approval:**

Assessed by: James Johnson, Human Resources Business Partner		Date: 15/05/2025
Approved by: Linda Houston, A/Director, Finance		Date: 15/05/2025