



Role Description

Role title:	Classification:
Principal Finance Business Partner	ASO7
Division/Business unit:	Reports to:
Finance and Business Services / Finance	Manager, Finance Business Partnerships

Role purpose:

The Principal Finance Business Partner is a role within Finance and Business Services and is accountable to the Manager, Finance Business Partnerships for:

- Leading a team to provide a financial consultancy service through partnering with stakeholders across a diverse portfolio area.
- Preparing, developing and analysing key financial information to enable senior management decision making to support the portfolio's financial sustainability.
- Undertaking a range of complex financial activities and provide strategic advice on financial, budget and funding management.
- Preparing financial reports, budgets and forecasts which link to departmental strategy; and
- Planning and implementing financial related projects in accordance with strategic goals and government policies.

Key outcomes and accountabilities:

1. Provide operational leadership and team management, foster an outcome based, high-performance culture; ensure staff are challenged and stretched to develop their competence, and provided with opportunities for professional development.
2. Provide professional finance support, expert advice on complex matters and partner in management decision making to drive business performance and facilitate strategic decision making.
3. Understand key business drivers, strengths, weaknesses, threats and growth opportunities within assigned portfolio and proactively provide insights to enhance financial performance.
4. Meet key deadlines in relation to annual budget and accountability processes including whole of Government and Departmental processes.
5. Deliver timely and accurate financial reports, analysis and briefings and contribute to policy development and implementation.
6. Monitor the effectiveness of accounting processes, budgetary processes and recommend opportunities for improvements.
7. Proactively develop and maintain internal and external stakeholder partnerships and actively contribute to the leadership of Finance to support the delivery of departmental and business unit objectives.

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 if new to the Department and a satisfactory Employment-related Screening Check where this is required for the role.
- Some out of hours work may be required.

Key Relationships/Interactions:

- Manager, Finance Business Partnerships (line manager)
- Director, Finance and Chief Financial Officer
- Executives and relevant managers within portfolio area
- Staff of the Finance and Business Services Division
- Government and non-Government Agencies

Budget/Delegations:

Financial Authorisations Level 5 / HR Delegation Level 5

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** – Take responsibility and demonstrate justifiable reasons for actions and decisions. Make decisions within area of responsibility, evaluating all available information and taking action in line with organisational policy and values.
2. **Leadership** – Demonstrated ability to lead and develop a team of professionals in a fast paced environment with well-developed skills in conflict resolution, negotiation and prioritisation.
3. **Partnering Experience** – Experience in finance business partnering with stakeholders to achieve key deliverables and ability to seek information, analyse evidence and proactively provide sound financial advice to support strategic objectives.
4. **Discipline Knowledge** – Demonstrated high level of discipline knowledge as it relates to Government policies, Departmental Guidelines, Australian Accounting Standards, Treasurer's Instructions, audit requirements and best practices in Management Accounting.
5. **Communication** – Demonstrated ability to provide conceptual and strategic advice to senior leaders and ability to confidently and unambiguously communicate verbally and in writing to provide information or explain complex concepts or issues.
6. **Performance Management** – Demonstrated ability to lead and facilitate productive discussions with staff, set goals, provide constructive feedback, establish development plans to improve capability and performance.
7. **Develop Policies and Procedures** – Ability to accurately assess the current and emerging business environment, anticipate the need for the development of new policies and procedures and provide direction and technical advice on changes to existing policies and procedures.

Qualifications:

Essential: Degree level qualification in accounting, commerce, economics, business or other related discipline from a recognised tertiary institution.

Desirable: Studies or qualification offered by CPA Australia or the Chartered Association of Accountants.

Key leadership competencies and expected behaviours at this classification:
Promotes strategic thinking and change

- ☐ Creates a shared vision and mission for the BU.
- ☒ Inspires and influences others to assume ownership BU goals.
- ☒ Leads teams in aligning their priorities within a broader organisational and political context.
- ☒ Champions sustainability and long-term improvement. Communicates effectively and leads others in times of change.
- ☒ Identifies and analyses difficult and complex problems that have organisation-wide impact.

Achieves objectives

- ☒ Delivers results and improvements to meet BU objectives by translating ideas into concrete plans.
- ☒ Anticipates future organisational needs, risks and uncertainties, and aligns systems and resources to meet these needs.
- ☒ Makes well-informed and timely decisions that affect the BU, even when information is incomplete and ambiguous.
- ☒ Interprets and abides by the laws, regulations and policies determining BU activities.
- ☒ Takes accountability for team/BU success and manages others to achieve outcomes.
- ☒ Monitors the performance of the team/BU, considers feedback information and seeks continuous improvement.
- ☒ Integrates technical expertise into the BU to achieve its objectives.

Leads business excellence

- ☒ Sets clear standards, manages risks, setbacks, and implements continuous improvement initiatives.
- ☒ Sets challenging but achievable goals/targets with relevant metrics based on market trends, developments and legislative changes to ensure business needs are continually met.
- ☒ Provides clear and timely recognition, promptly addresses under performance and lifts performance through coaching.
- ☒ Inspires innovation and ongoing learning, and plans strategically to meet BU goals.
- ☒ Drives outstanding customer service by enabling team members to anticipate client needs.
- ☒ Empowers others to use resources effectively.

Builds genuine partnerships

- ☒ Considers the impact of decisions and priorities on other business areas, adapting approach to meet organisational goals.
- ☒ Approaches negotiations with an understanding of key issues and is able to clearly communicate reasoning and justification to facilitate mutually beneficial solutions.
- ☒ Facilitates constructive discussions to mediate conflict and disagreements. Encourages diversity of thinking and differences of opinion.
- ☒ Identifies and develops key strategic relationships and networks to achieve goals, increase departmental knowledge and create communication channels.
- ☒ Proactively develops effective strategic relationships, networks and partnerships with internal and external stakeholders.
- ☒ Models inclusive behaviour and tailors communication style to meet the audience's needs.

Models personal drive and professionalism

- ☒ Maintains the highest level of integrity to embed ethical practice and organisation's values into the culture.
- ☒ Raises and challenges important issues constructively, and backs own judgement and actions confidently when challenged.
- ☒ Demonstrates resilience in responding to changing directions. Modifies approach, processes and procedures to fit situational changes within the BU.
- ☒ Demonstrates a high level of self-awareness and acts as a role model by openly communicating strengths and development needs.
- ☒ Champions a workplace that values respect, diversity and individual differences to build a culture of inclusivity.
- ☒ Establishes expectations and models best practice wellbeing and safety behaviours.

Approval:

Assessed by: Marie Shagar, Manager, HR Business Partnerships	<i>Marie Shagar</i>	Date: October 2023
Approved by: Daniel Green, Director, Finance	<i>D Green</i>	Date: October 2023