

Position description

Title	Finance Partner
Reports to	Financial Planning & Analysis Manager
Direct Reports	Nil
Classification & Salary	SCHCADS Level 7.1 (plus super and salary packaging)
Employment Status	Full Time, Fixed term Contract
Primary Location	Latrobe St, Melbourne
Date	December 2022

Good Shepherd Australia New Zealand (GSANZ)

Our strategy outlines the world we want to see and our role advancing in it. It also speaks to the positive impact we will deliver to support women, girls and families to be **safe, secure, strong and connected**. We are committed to tackling the issues of our time which adversely affect them. We work to advance equity and social justice and support our communities to thrive.

We seek to increase economic participation and wellbeing, to build resilience, improve safety and bring about system change. We offer microfinance programs and products, financial counselling and coaching, family violence support, family and youth programs, playgroups, education programs and community houses. These services are complemented by research and advocacy to address the underlying structural causes of injustice, exclusion, and inequality.

Team Objectives

The Finance Team exists to enable and support the business and service functions of nominated Australian & New Zealand Good Shepherd entities. This includes accounting, compliance, partnering and budgeting & forecasting. The Finance Team's objective is to be the trusted partner for internal stakeholders.

Role Purpose

The purpose of the Finance Partner is to deliver finance partnering to GSANZ service and support functions. This role comprises stakeholder liaison, monthly reporting and analysis, budgeting, planning & forecasting, costing, tender development and acquittal submission.

The role will work closely with the Finance Reporting team to deliver timely and accurate Financial information and build a value add and trusted advisor position in the organisation. The role will support the financial assessment, costing and implementation of organisational strategic initiatives.

Key Responsibilities

- Deliver finance partnering across the organisation, with an understanding of the diverse finance information needs, including regular meetings to communicate financial information and to impart financial literacy
- Build the financial acumen of the organisation including General Managers and program leads
- Provide finance partnering services to one service division and support services as required
- Deliver preparation of forecasts and planning
- Liaise with stakeholders for the annual budget process
- Preparation of funding acquittals in conjunction with the program leads
- Provide financial planning and analysis to support the General Managers (GMs), Program Managers, and Team Leaders including creation and ongoing analysis of budgets, and forecasts, and a thorough understanding of cost centres
- Collaborate with the Financial Reporting Manager to understand key financial drivers, develop and expand meaningful reporting dashboards, costing and analytical tools Provide support in the preparation of funding tender documents and program strategic planning
- Make recommendations on improvements to process, systems, and knowledge across the Finance team, and lead projects to ensure continual compliance and implement improvements.
- Identification of risk and support of risk management programs led by the COO

Responsibilities of Good Shepherd Employees

Strategy

- Deliver service aligned with team operational plan and Good Shepherd's strategic plan
- Contribute to development of team plan
- Demonstrate understanding of social justice and community capability building concepts

People

- Demonstrate commitment to own learning and development
- Contribute to development of a high-performance team through demonstration of capabilities outlined in Good Shepherd's leadership capability framework
- Participate actively in regular formal supervision
- Share knowledge and practice insights with colleagues
- Take responsibility for own wellbeing

Clients

- Deliver best practice service to clients in line with agreed goals/contribution
 - Seek feedback from client/stakeholders/peers in order to reflect and improve on service support for own
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- practice
 - Maintain a client-centred approach to service delivery at all times

Service Delivery and Operations

- Deliver all services in line with service standards and program procedures
- Maintain accurate data, information and reporting at all times
- Maintain agreed service level agreements
- Provide timely reporting in line with department requirements
- Other duties as reasonably required

Stakeholders

- Liaise effectively with referral network
- Work collaboratively with other service providers to deliver valued outcomes for clients
- Develop constructive, collaborative relationships with other Good Shepherd team members and departments

Compliance

- Demonstrate behaviour consistent with Good Shepherd mission, values, behaviours and policies at all times
- Maintain agreed quality standards
- Maintain OH&S standards at all times

Qualifications, Experience and Mandatory Requirements

- CPA, CA or comparable qualification
- Experience of at least three years in financial reporting/analyst roles
- Highly developed interpersonal and communication skills
- Ability to clearly articulate and present complex financial concepts to non-financial stakeholders
- High level analytical skills
- Experience in financial budget and forecasting skill
- Demonstrated competence in financial reporting with a preference for Microsoft Dynamics and Solver business reporting systems
- Excellent organisation and planning skills and the ability to manage competing priorities
- A commitment of the vision, values and objectives of the organisation
- A satisfactory Police Check
- A current Employee Working with Children's Check (WWCC)

Key Selection Criteria

1. Degree of demonstrated experience in stakeholder engagement
2. Degree of experience in both financial reporting and analysis disciplines
3. Ability to provide financial coaching to stakeholders
4. NFP finance experience
5. Willingness to uphold the Good Shepherd values
6. Competent with contemporary financial reporting systems, eg. Microsoft Dynamics, Solver

Values & Behaviours

We are all co-responsible for the delivery of the Good Shepherd Mission and living our values by modelling these behaviours in all that we do.

Value of each person | Reconciliation | Justice | Zeal | Audacity

Additional information

Employment is subject to:

- Relevant Qualifications/Registration Name
- A current national Police Record Check
- A current Employee Working with Children Check (WWCC) or state equivalent
- Proof of the right to work in Australia

The above requirements will need to be supplied and verified prior to commencement

Work Health and Safety (WH&S): All team members are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve WH&S.

Pre-existing injury: The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment.

Equal opportunity: Good Shepherd is an equal opportunity employer. We recognise the rich diversity of people across Australia. We are committed to ensuring that our team is reflective of the diverse community we serve and to supporting a culture of equity, inclusion and diversity. All team members have a responsibility to be familiar with and adhere to the organisation's policies and procedures.

Child Safe Employer: Good Shepherd Australia New Zealand is a Child Safe employer. Employment is subject to satisfactory referee checks, a current employment working with Children Check, National Criminal History check and proof of the right to work in Australia.

Cultural competency: Good Shepherd strives to maintain a culturally competent and inclusive workplace. All team members are expected to undergo cultural competence training as part of their professional development plans.

Salary packaging is available to all employees.