|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position title** | | | **Finance Business Partner** | |
| **Team/Group** | | | Finance, Risk and Commercial/Business Solutions | |
| **Work level** | | | 3 | |
| **Position reporting to** | | | Senior Finance Business Partner | |
| **Employment Type** | | | Fixed Term | |
|  | | | | |
| **Vision, mission and values** |  | Beyond Blue’s vision is that all people in Australia achieve their best possible mental health. Our mission is to promote good mental health. We create change to protect everyone’s mental health and improve the lives of individuals, families and communities affected by anxiety, depression and suicide.  Beyond Blues values are **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.** | | |
| **Position purpose** |  | The Finance Business Partner is to lead the financial management requirements for business units assigned to this role. The role will provide reporting, analysis and support financial modelling for new projects and business opportunities. | | |
| **Role dimensions** |  | **Direct Reports** | | Nil |
| **Overall team** | | Business Solutions, Technology and Solutions Delivery |
| **Financial Delegation** | | As per the delegations of authority policy |
| **Key accountabilities** |  | * Lead the financial management requirements for the assigned projects, and provide financial management support across the business units * Work closely with the Business Analyst to manage the preparation of annual budget and quarterly forecasts for the assigned business units * Prepare variance analysis on monthly management reports and other high-level reports as required * Provide financial acumen across the assigned groups * Assist with the preparation of AFRC and Board papers * Assist in the development and delivery of enhanced reporting and financial tools * Assist the operational areas of the assigned teams in responding to tenders and in preparing pricing and cost estimates for these supported by sound financial analysis/investment analysis * Provide high quality commercial business intelligence and analytics to enable decision making * Building a sound platform for the assigned teams to provide quality pricing and service proposals in a market driven environment * Contribute positively to the development of pricing and activity/project/services costing within the assigned teams * Prepare financial and economic assessments for the assigned business model * Assist with monitoring and reporting of commercial risks. | | |
| **Key behaviours** |  | Communicate openly and transparently  Build relationships; partner with the whole organisation | | |
| **Qualifications and key selection criteria** |  | * Tertiary qualifications in Accounting, Business or a related discipline * Accounting Qualification (CPA or ICA) * Significant proven experience in a management accounting with a track record of delivery * Excellent written and verbal skills with ability to clearly communicate and create clear and concise written communication * Demonstrated strong analytical, project management and stakeholder management skills, with the ability to translate technical matters into plain English * Advanced Microsoft Excel skills   **Desirable**   * Formal training or exposure to Financial Management theories and practices; * Experience working within a not-for-profit environment | | |
| **Additional information** |  | **Health, safety and wellbeing**  Beyond Blue is committed to ensuring the physical and psychological health and safety of all employees, contractors and other people involved in our business activities. Our people are expected to comply with our Health, Safety and Wellbeing policy  **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 for staff.  **Equal opportunity**  Beyond Blue is an equal opportunity employer. All staff have a responsibility to be familiar with and adhere to the organisation’s policies and procedures.  **Cultural competency**  Beyond Blue strives to maintain a culturally competent and inclusive workplace. All staff are expected to undergo regular cultural competence training as part of their professional development plans.  **Employment is subject to:**  • A current Police Record Check  • Proof of the right to work in Australia | | |
|  |  |  | | |