

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:	Position Title:	FINANCE BUSINESS PARTNER		
Division	Corporate Services	Team	Finance	
Position reports to: (role)	Financial Controller			
Location: <i>include all possible locations</i>	Telethon Kids Institute at Perth Children’s Hospital, 15 Hospital Avenue, Nedlands			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
<p>Reporting to the Financial Controller, this role will deliver high quality and timely budgeting, financial planning, financial data analysis and accounting advice to research and professional services staff to support and enable optimal decision making. Support the Finance Controller and Finance Manager in ensuring that all financial compliance, regulatory, legal and reporting requirements for the Institute are fully satisfied. Work with the Financial Controller and other Finance Business Partners in ensuring that the finance business partnering function is highly valued as a strategic partner to the Institute and retains an ongoing focus on quality, innovation and continuous improvement.</p>				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured

Financial Advice and Analysis	50%	<ul style="list-style-type: none"> • Partner with business clients (researchers, managers, executives) to develop funding applications. • Partner with business clients to develop new funding opportunities. • Provision of financial advice and expertise into organisational accounting processes. • Upskill and educate business clients in best practice financial management. • Identify, analyse and provide recommendations to resolve financial issues that are aligned to Telethon Kids Institute's priorities. • Partner with business clients to create high value reports that meet the client's needs. • Provide accurate accounting information. • Identify and provide business advice including but not limited to contract and funding terms, taxation (GST, FBT, Withholding), Australian Accounting Standards and other application regulations/legislation that may arise. • Adhere to established processes, identify areas for improvement and resolve. • Ensure data integrity and consistency. • Provide analysis and insights on specific issues as directed. • Provide high value strategic insight and analysis to business clients. 	<ul style="list-style-type: none"> • High value, accurate and timely financial advice is provided to business clients. • Business client decisions are supported by high value financial analysis in making sound decisions. • Accurate, compliant and timely advice. 	<ul style="list-style-type: none"> • Formal and informal feedback from business clients. • Sustainable management of Institute resources.
Funds Administration	30%	<ul style="list-style-type: none"> • Partner with business clients to provide regular financial and budgetary advice to ensure research and financial objectives are met. • Guide clients through the processes and the implications of the various agreements. • Partner with business client to ensure reporting requirements are met including completion of financial Statements and other financial reporting to external and internal funding organisations. • Develop and have a good understanding of the financial aspects of Funding Agreements / Deeds of Agreement / Contracts for schemes that are listed on the Australian Competitive Grants Register. • Arrange and support Project Audits. 	<ul style="list-style-type: none"> • Accurate, compliant and timely reporting. • Compliance with contractual obligations. • Audits completed within timeframe. 	<ul style="list-style-type: none"> • Formal and informal feedback from business and external clients. • Compliance with grant and contractual obligations. • Proactive management of budgets to ensure research objectives are met within budget.

Business planning support	20%	<ul style="list-style-type: none"> • Provide support and financial modelling for the development of business cases. • Provide financial forecasting and modelling for business clients. • Provide support and financial modelling for the development of strategic initiatives. • Provide commercial risk management advice to business clients. • Provide support and financial advice for the development of innovative business models. • Identify opportunities to add value in the development and execution of the Institute’s Strategic Plan. 	<ul style="list-style-type: none"> • Strategic and tactical organisational decisions are supported by accurate and timely financial advice. • Commercial risk is properly managed in line with organisational objectives. • Forecasting and modelling are timely, accurate and support innovative approaches to operating the business. 	<ul style="list-style-type: none"> • Formal and informal feedback from business clients. • Sustainable management of Institute resources. • Clear articulation of commercial value and risk in organisational decisions.
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ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	<ul style="list-style-type: none"> • Finance or business degree. • CA / CPA certification (or equivalent).
Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • At least 1 years’ experience in a project accounting role • Skills, knowledge and experience in financial reporting, financial analysis and the provision of financial advice. • Demonstrated experience in finance business partnering with key stakeholders across an organisation. • Proven knowledge and understanding of accounting and finance regulatory, compliance and reporting requirements. • Demonstrated ability to identify and resolve complex problems using logic and reasoning. • Demonstrated experience in developing specific goals and plans to prioritize, organize, and accomplish work requirements, meeting prescribed deadlines and objectives. • Demonstrated ability to develop and maintain collaborative, effective and outcomes-based working relationships with diverse teams and individuals. • Advanced Excel skills. • Demonstrated passion to contribute to the vision and strategic objectives of the Telethon Kids Institute, and to align with the values of the organisation.

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

- Experience in the not-for-profit sector and/or research sector is highly desirable.
- Knowledge and experience with Microsoft Dynamics AX and Power BI is desirable.
- Proven experience in public accounting practice, preferably taxation is desirable.

SCOPE:

Financial accountability: Does this role have accountability for a budget?

- No

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports

No

No. of indirect reports

No

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Next level of supervision

Chief Operating Officer/Chief Financial Officer

Immediate level of supervision

Financial Controller

Other roles reporting supervisor

