



Finance Business Partner

Putting health in mind



POSITION DESCRIPTION

<i>Finance Business Partner</i>	
DEPARTMENT	Finance
PORTFOLIO	Corporate Services
REPORTS TO	Financial Controller
DIRECT REPORTS	Nil
LOCATION	Randwick
AWARD	Health Professionals & Support Services Award 2010
AWARD CLASSIFICATION	Support Services L8.2 S
INSTITUTE JOB BAND	C
POSITION STATUS/TENURE	Fixed Term Position – 12 months PT – FT, min 3 days per week
DATE PD APPROVED	August 2019

1. ABOUT THE BLACK DOG INSTITUTE

Founded in 2002, The Black Dog Institute is a not-for-profit Medical Research Institute and a global leader in translational mental health research. We harness the latest technology and other tools to quickly turn our world-class research findings into clinical services education and e-health products that improve the lives of people with mental illness and the wider community. Our areas of strength include suicide prevention, e-mental health, workplace mental health, novel treatments and prevention in young people.

Our mission is to enable mentally healthier lives through innovations in science, medicine, education, public policy and knowledge translation.

Our values are a key part of our integrated approach and are a critical component of our organisational culture as they guide our decisions and behaviours. Institute staff and management have created and adopted the values of:

Respect – Compassion – Excellence – Collaboration – Innovation

The Black Dog Institute is proud to offer a dynamic working environment for our staff. We are invested in maintaining a positive workplace culture which values people and their wellbeing. We offer a varied wellbeing program tailored to staff needs and provide opportunities to attend learning and development seminars, engage in health and fitness activities as well as social events. We also offer flexibility in working hours and promote a healthy work life balance.

2. JOB PURPOSE

As a member of the Black Dog team, the Finance Business Partner will support the Financial Controller and the Director of Corporate Services and Finance in the provision of financial and management accounting.

In the Black Dog Institute (BDI), the finance team are going through a process of transformation and change to strengthen the organisation through strong financial monitoring, modelling, reporting and budgeting. This role will assist in driving the goals and aims of the financial business plan, which underpins the BDI strategic plan.

The Finance Business Partner will provide sound advice and recommendations relating to all financial activities of the business and align financial policy and practice to support organisational change for continual improvement.

They will also ensure that appropriate processes and controls are in place and that all risks are managed and mitigated.

3. DUTIES

3.1 Finance

- Support the Financial Controller (FC) in the preparation and submission of budgets, forecasts, balance sheet, reconciliations and the monthly financial reporting.
- Take a lead in Business Partnering including:
 - building positive relationships with key stakeholders;
 - enhancing value add activity;
 - raising financial literacy;
 - promoting finance best practice while adhering to the overall BDI strategy.
- Provide expert and knowledgeable advice of accounting practices, standards and best practice financial management in the day to day running of the BDI accounts and budgets to key team members and stakeholders.
- Preparation of month-end close payments, accruals, journals, reconciliation and review activities.
- Support and direct the Finance Officers in the day to day delivery of Accounts Payable and Receivable transactions and other regular financial and budget processes.
- Responsible for ensuring adherence to procurement, delegations and authorisations policies and procedures.
- Responsible for quarterly board report preparation.
- Identify opportunities for operational efficiencies and recommend, as well as implement process improvements as required.

- Undertake all other duties as requested by the FC.

3.2 Work Health & Safety

- Ensure that you comply with all WHS legislation WHS Policy and Procedures
- Report any WHS hazards and significant issues to Head of Operations, People & Culture or delegate
- Work in a safe manner, applying a duty of care

4. SELECTION CRITERIA

Essential Criteria

1. Qualified member of professional accounting body e.g. CA, CPA, CIMA
2. A minimum of three (3) years' experience in managing financial operations and accounting services, including annual budget and statutory financial reporting.
3. Demonstrated experience in the development and successful implementation of procedures and systems.
4. Evidence of ability to effectively manage time, set priorities and organise work in an effective and efficient manner to achieve set objectives within the resources available to agreed timelines
5. Highly developed interpersonal, oral and written communication skills, ability to communicate effectively at all levels both within and outside the organisation to effectively translate ideas, concepts and information.
6. Demonstrate high levels of accuracy in budgeting, forecasting and processing of actuals and accruals.
7. Minimum of 3 years experience with Microsoft Office products, in particular with Excel.
8. Demonstrated capacity to analyse and solve problems and use judgement and conceptual skills to make sound decisions.
9. Ability to demonstrate values of respect and compassion in workplace behavior.

Desirable Criteria

1. Previous experience of accounting for tax in a Charitable organisation.
2. An understanding of, or experience in, University financial processing and grants management and acquittals.
3. Proven capability to implement and evaluate financial and business strategies and propose solutions to drive continuous quality improvement.
4. Experience in the Not for Profit sector

5. Acceptance

I acknowledge as the holder of this position, that I agree to display the organisational values and behaviours and work in accordance with the key responsibilities of the role detailed in this position description.

Name:

Signature:

Date:

Note: A copy of this signed acceptance is to be placed on employee's personnel record and a copy provided to employee