|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| JOB DESCRIPTION | | | | | |
| **Job title** | Finance Business Partner – Corporate Reporting | | | **Work Unit** | Finance |
| **Job type** | Full time | | | **Duration** | Fixed to 20 January 2023 |
| **Salary** | A06BI - $93,800 to $104,860 | | | **Location** | Batchelor / Darwin |
| **Position number** | 34723 | **RTF** |  | **Closing** | 03 July 2022 |
| **Contact** | Debbie Barnes – Senior HR Consultant - (08) 8939 7412 | | | | |
| **Information for applicant** | **Applications must address each selection criteria individually.** | | | | |
| **Special features of the position** | Leave restricted during finance peak times (EOM, EOFY, Audit) | | | | |
| **Apply online link** | Applications to be emailed to recruitment@batchelor.edu.au | | | | |

**Context Statement:** Batchelor Institute is the only First Nations dual sector tertiary education provider in Australia. The Institute gives precedence to its philosophy of Both Ways: positioning First Nations peoples as knowledge holders in all educational transactions with Western knowledge systems as well as privileging First Nations ways of learning and teaching to underpin our engagement with mainstream education systems and society more broadly.

**Primary Objective:** The primary role of this position is to provide the Institute with finance and accounting services to support teaching and learning, research and community engagement activities to the relevant business areas. These include the provision of quality and timely statutory and divisional reports, financial planning advice, budget preparations, project costing, program acquittals and resource allocation and analysis. This position is a critical role working closely with business areas to add value on management business decisions and improve the efficiency and effectiveness of their operations. This role will work in a diverse team environment supporting the Manager Financial Services.

**Key Duties and Responsibilities**

1. Contribute to the continuous improvement of the divisional and corporate financial reporting in consultation with the Manager, Financial Services.
2. Assist in the preparations of statutory financial reports to meet the Institute’s external reporting requirements, including the annual financial statements, payroll tax report, fringe benefit tax and business activity statement submissions.
3. Engage effectively with business areas and contribute to the financial planning, budget preparation, budget implementation and monitoring. This includes preparations of variance analysis, forecasting and recommendation on issues impacting the efficiency and effectiveness of the Division’s financial management.
4. Preparation of program and project financial acquittals and liaise with auditors as required, support finance team with implementation of audit reviews and compliance outcomes.
5. Facilitate the monthly and year end processes and preparation of financial and performance reports for Cost Centre Managers. This also includes preparation and posting of journals in the accounting system for the month and year end.
6. Support a high-performance culture to consistently deliver quality outcomes for clients, including financial assessments of fee for service opportunities and appraisals of funding option and projects.
7. Develop and/or update work instructions and deliver staff trainings on accounting systems, finance team processes and procedures.
8. Other duties within the range of skills normally associated with this classification as directed by the supervisor.

**Selection Criteria – Essential**

1. Demonstrated ability to work effectively in culturally diverse teams within the social, political, and cultural environments of Aboriginal and Torres Strait Islander families, communities, and organisations.
2. Tertiary qualifications in Commerce, Accounting, or related field and/or commensurate significant experience in lieu of formal qualifications.
3. Demonstrated practical application of accounting and financial principles, Australia Accounting Standards and familiarity with relevant taxation law applicable to Tertiary education sector.
4. Demonstrated understanding of Business Activity Statements (BAS) and Fringe benefit tax (FBT) implications for not-for-profit organisations.
5. Demonstrated analytical and financial management skills including capacity to develop innovative work practices and practical solutions to complex problems within a small to medium organisation.
6. Demonstrated advance ability to use Microsoft office suites, computerised accounting systems and report generation tools and well-developed interpersonal and communication skills and demonstrated ability to sustain strong stakeholder engagement to achieve targets and performance outcomes.
7. Effective time management skills and ability to work independently and in team environment to meet deadlines with competing priorities while maintaining high levels of accuracy, attention to detail and relationships with stakeholders.
8. A sound knowledge of the principles of equity and diversity, occupational health and safety, and records management.

**Selection Criteria – Desirable**

1. Ability to quickly acquire knowledge of the Institute’s structure, functions and objectives.
2. Membership of a professional accounting body, such as CPA or Chartered Accountants in Australia or working towards one.
3. Knowledge of the Institute’s governance policy and legislative framework and a high-level competency in the use of the Government Accounting System (GAS) or a similar accounting application and working experience in using Microsoft Power BI for report generation.

**Additional information:**

* Applicants must provide at least one Aboriginal or Torres Strait Islander referee.
* Copies of qualifications must be submitted.
* Applicants must have an Ochre Card and a current Police Check and/or the ability to obtain these prior to commencement.
* The COVID-19 Safety Management Plan and other COVID-19 related information Policy and Procedure require all Batchelor Institute workers to have had a third COVID-19 vaccination. Temporary or permanent exemptions apply in certain circumstances.