

## Finance Business Partner

**Our vision:** *People and communities have strong mental health and wellbeing.*

**Our purpose:** *Partnering with clients and carers to deliver mental health and wellbeing services that enhance quality of life.*

**Our values:** *Hope, Creativity and innovation, Client focus, Making a difference, Integrity.*

## Position Information

<b>Purpose</b>	The Finance Business Partner works collaboratively with Senior Managers, General Managers, Business Managers and Executive Directors across Mind providing financial information, efficient business models, tools, internal and external reporting, analysis and insights. The Finance Business Partner will meet all compliance and internal control requirements, challenge thinking and provide rationale to help the business make more informed decisions, ensure financial sustainability and drive the business strategy.
<b>Position reports to</b>	Senior Manager, Financial Planning and Analysis
<b>Mind classification level</b>	SCHADS Level 8
<b>Stream</b>	Business Services - Finance
<b>About the service</b>	<p>Mind's Business Services stream's primary function is to provide financial analysis on the various aspects of the organisation, financial planning for the future, tender costing, advice and other advisory services as requested by senior management and the Executive Leadership Group to drive the business strategy and ensure financial sustainability and agility.</p> <p>Within Business Services, the Finance business unit role is to deliver financial operations, finance systems, management reporting, external reporting and asset management. The aim is to achieve consistent service delivery and comply with internal and external policy, standards and practice.</p>
<b>Position description effective date</b>	June 2022

## Responsibilities

<b>Provide business partnering</b>	<ul style="list-style-type: none"> <li>Work directly with Executive Leadership Group to manage the operations.</li> </ul>
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Mind values the experience and contribution of people from all cultures, genders, sexualities, bodies, abilities, ages, spiritualities and backgrounds. We encourage applications from Aboriginal and Torres Strait Islander peoples, people with a lived experience of mental ill-health and recovery, people living with disability, those who identify as LGBTIQ and applicants from culturally and linguistically diverse backgrounds.



	<ul style="list-style-type: none"> <li>• Ability to support multiple Senior Managers, General Managers and Business Managers concurrently.</li> <li>• Develop efficient models of business in conjunction with management and follow through them to implementation.</li> <li>• Periodically review the effectiveness and efficiency of the business models implemented. If adjustments are required update the senior leadership team on actions required.</li> <li>• Provide variance analysis and commentary to operational management and follow up on actions.</li> <li>• Provide advice to manage budgets, resolve finance related issues and forecast results and explain the financial impacts of changes.</li> <li>• Work with Executive Directors to ensure compliance and internal control.</li> <li>• Provide coaching and training to managers and operational Service Managers to improve their understanding in reports where necessary.</li> <li>• Work collaboratively with the Financial Accounting team in closing off month-end reporting within required timeframes.</li> </ul>
<b>Provide business acumen</b>	<ul style="list-style-type: none"> <li>• Support Executive Directors, Senior Managers, General Managers and Business Managers with a strong focus on business sustainability and agility.</li> <li>• Develop budgets and ensure the approved service budgets are adhered to and met.</li> </ul>
<b>Budget preparation</b>	<ul style="list-style-type: none"> <li>• Leading Mind Australia Annual Budget process.</li> <li>• Developing service lines-based budget templates to guide operational team leaders in budget preparation and planning.</li> <li>• Reviewing TechOne-EB module and implanting required system updates to improve budget process efficiency and timelines.</li> <li>• Prepare quarterly forecasts including cash flow analysis.</li> <li>• Assist with budget reporting to the FAaR committee and the Board.</li> </ul>
<b>Strategic reporting</b>	<ul style="list-style-type: none"> <li>• Identify opportunities to improve profitability of support steams.</li> <li>• Provide forecasts for various scenarios.</li> </ul>
<b>Project reporting</b>	<ul style="list-style-type: none"> <li>• Prepare analytical reports on projects.</li> <li>• Report on variances by project including reasons for variances.</li> <li>• Provide project reports to leadership as required.</li> <li>• Provide projections for budgets and forecasts including cash flow.</li> </ul>
<b>Project management</b>	<ul style="list-style-type: none"> <li>• Assist project managers with costing and timeline management.</li> <li>• Report on impact of delayed projects.</li> </ul>
<b>Record, maintain &amp; forecast cash flow</b>	<ul style="list-style-type: none"> <li>• Maintain long term cash flow projections.</li> <li>• Inform leadership of cash requirement in advance.</li> </ul>



<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Report to the lenders and capital funding providers according to their reporting requirements and timelines.</li> <li>• Prepare and lodge regulatory returns.</li> <li>• Ensure compliance with any debt covenants.</li> </ul>
<b>Stakeholder management</b>	<ul style="list-style-type: none"> <li>• Build and maintain relationships with key internal and external stakeholders including Human Resources, Service Managers, Occupancy Management, Finance, service providers and government agencies.</li> <li>• Build a detailed understanding of the operational requirements.</li> <li>• Act as a trusted partner with operational managers.</li> </ul>
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• Undertake relevant training and professional development, including regular supervision, appropriate to the primary work of the service and Mind.</li> <li>• Participate in reflective practice.</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• Conduct yourself in accordance with the Mind Code of Conduct and Mind policies and procedures which may change from time to time.</li> <li>• Proactively support Mind's vision of supporting people facing mental health challenges to live well and be socially included, in accordance with the Mind values.</li> </ul>
<b>Workplace health, safety and wellbeing</b>	<ul style="list-style-type: none"> <li>• Contribute actively to the maintenance of a safe workplace.</li> <li>• Ensure all safety issues are reported and addressed as they arise.</li> </ul>
<b>Lived experience</b>	<ul style="list-style-type: none"> <li>• Contribute to a workplace that values lived experience and the inclusion of consumers, carers and families in the work we do.</li> </ul>
<b>Cultural safety</b>	<ul style="list-style-type: none"> <li>• Contribute to a culturally safe workforce and service environment for staff, consumers, carers and volunteers from all cultures, genders, sexualities, bodies, abilities, spiritualities, ages and backgrounds.</li> </ul>



Position Requirements	
<b>Qualifications required</b>	<ul style="list-style-type: none"> <li>• Tertiary degree qualifications in Accounting, Finance or Commerce with a major in Accounting or related field as designated by Mind and equivalent experience in a similar industry.</li> <li>• Full CPA, CA or CIMA membership is required.</li> </ul>
<b>Knowledge, skills and experience required</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in a similar Finance Business Partner role.</li> <li>• Proven experience and understanding of Not for Profit, Community Services, Mental Health, Social Welfare, Housing, Healthcare or Government sectors is highly desirable.</li> <li>• Experience in working with National Disability Insurance Scheme (NDIS) and Supported Independent Living models is highly desirable.</li> <li>• Strong analytical and problem solving skills, ability to perform financial and operational analysis.</li> <li>• Strong risk management capability.</li> <li>• Strong strategic thinking and ability to execute ideas.</li> <li>• Demonstrated process review and improvement capability.</li> <li>• Demonstrated ability to plan and prioritise to meet stakeholder expectations.</li> <li>• Proven track record in building and maintaining effective working relationships with a diverse range of stakeholders up to executive level.</li> <li>• Ability to influence and work collaboratively with a range of stakeholders including peers, employees, management, service providers, external organisations and government agencies.</li> <li>• Excellent interpersonal and communication skills with the ability to consult and negotiate with diplomacy to achieve effective outcomes.</li> <li>• High level organisational skills with demonstrated ability to prioritise, manage multiple complex tasks concurrently, work under pressure and meet deadlines.</li> <li>• Experience using TechnologyOne or a similar ERP and Power BI or dashboard reporting tools.</li> <li>• High proficiency in Microsoft Excel and financial modelling with expert knowledge required in Power Query, Power Pivots, Advanced Chart and macros.</li> <li>• A lived experience of mental ill health and recovery or experience caring for a person with mental ill health is desirable.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Right to work in Australia.</li> <li>• Current valid driver's licence.</li> <li>• Current NDIS Worker Screening Check Clearance.</li> <li>• Working with Children Check or equivalent (Blue Card - QLD).</li> </ul>

To learn more about Mind visit [mindaustralia.org.au](http://mindaustralia.org.au)



You can also watch our Great Minds series of videos by visiting [www.youtube.com/mindaustralia](http://www.youtube.com/mindaustralia)

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	<ul style="list-style-type: none"><li>• Able to obtain and provide evidence of vaccinations against COVID-19.</li></ul>
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