

Position description

Title of the role:	Finance Business Partner
Program Area:	Finance
Classification:	Non-award Contract
Location:	Fairfield
Reports to:	Manager – Finance Business Partners
Last Revised:	February 2026

About Wellways

Wellways Australia is a leading not-for-profit organisation dedicated to ensuring all Australians lead active and fulfilling lives in their community. We work with individuals, families and the community to help them imagine and achieve better lives. We advocate for change to make sure people can access the best possible care and information when they need it. We provide a wide range of services and assistance for people of all ages with mental health issues, disabilities, and those requiring community care.

Wellways is an equal opportunity employer that offers generous salary packaging and opportunities to undertake professional training and development. People with lived experience, Aboriginal and Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds bring highly valued skills to our workforce.

Our Values

Honesty:

- We are open and sincere in all interactions
- We show compassion and consideration to all our stakeholders
- We take responsibility for our actions

Acceptance

- We champion and respect all voices and choices
- We accept people no matter how complex their needs
- We see the person, the family and the community

Fairness:

- We believe everyone has the right to equal opportunities
- We challenge social injustice and advocate for change
- We collaborate to solve problems

Commitment:

- We are committed to our work and we won't give up
- We have the courage to make decisions and are accountable for our actions
- We dare to go down new roads and challenge accepted wisdom

Participation:

We promote participation and transform lives and communities
We value the expertise and contribution of everyone we work with
We build knowledge and lead conversations

Our Approach to Service Delivery

Our recovery services are guided by our values and informed by our Well Together Model. This approach means we work at 3 levels, with the individual, with their families and friends and with the community. Well Together recognises that developing skills, building confidence and strengthening relationships will help people to recover and to live independently. The model provides an evidence-based approach to create individually tailored, effective recovery support packages. Wellways assists individuals to develop the capacity to manage their own wellbeing, equip family and friends with information and skills, and engage community members in support networks.



Advocacy Services

We have a strong advocacy program, informed by the lived experience of people with mental health issues or disability, their families and friends. Members of Wellways play a vital role in developing our advocacy platform. We advocate for systemic change that will create better conditions and improved opportunities across the range of services and supports we offer, including people and their families living with mental health and / or disabilities, and carers.

All our recovery services and advocacy programs:

- Support and create opportunities for recovery
- Value cultural diversity
- Value peer participation and leadership (participant and carer)
- Are underpinned by evidence-based best practice

Position Summary

Reporting to the Manager – Finance Business Partners, the primary focus of this role is to develop strong relationships with General and Regional Managers to ensure sound financial management, budgeting and planning and the delivery of high-quality management reporting.

Refer to **Attachment 1** for the overall Wellways organisation structure and the relationship lines in context of the role.

Responsibilities

Key Functions	Key Performance Indicators
<p>Financial Management and Business Partnering Functions With the support and under the leadership of the Manager – Finance Business Partners, provide a comprehensive suite of appropriate reporting and business analysis as required within the framework of all applicable legislative standards and any relevant accreditation standards.</p>	<p>Specifically, the Finance Business Partner has responsibility for:</p> <ul style="list-style-type: none"> • Developing a strong, trusted relationships with General and Regional Managers, ensuring sound financial management, decision making, budgeting and forecasting; • Producing high quality monthly management reports including variance analysis and commentaries on monthly financial results; • Working in close harmony with the Finance team leadership in the development of reporting tools and financial interpretation, forecasting and modelling; • Advising Finance team leadership in a timely manner of any areas of concern in the accounts; • Communicating financial matters to the Wellways managers at all levels and assisting in the resolution of queries from management with respect to the monthly financial results; • Overseeing and leading annual budgeting and business planning process; • Managing financial aspects of tenders for service provision; • Assisting services area in the development of financial tools such as individual unit costing, individual quoting and various calculation tools; • Managing financial aspects of funding and services agreements with various funding bodies and keeping up to date the organisational funding contract register; • Liaising with external auditors and provide advice on application of the relevant accounting standards; • Providing management reporting for decision-making, including project appraisal, evaluation and post-implementation analysis; • Assisting with the analysis of new business assessment and integration in relation to financial due diligence and auditing; • Carrying out continuous reviews of accounting practices and processes to ensure efficient and cost-effective operations including, for example, improvement of processes to ensure that reports produced meet changing business needs; • Undertake a range of other finance and accounting tasks, as identified by the Manager – Finance Business Partners.

<p>Corporate Services Working as a member of the Finance and larger Corporate Services team, contributing to the effective operation and on-going development of the Finance offer to ensure that the offer reflects Wellways values, best evidence-based practice and demonstrates innovation.</p>	<p>This will be achieved through on-going contribution and awareness ensuring that:</p> <ul style="list-style-type: none"> • The offer provided reflects the core values of Wellways Australia; • Customer needs are reviewed to ensure an effective service is aligned with need; • Quality systems and standards are subject to on-going development to support enhance program delivery; • Monitoring processes to ensure the quality-of-service delivery and data integrity; • Effective relationships are established and maintained within Wellways and with other stakeholders; • Supporting the on-going enhancement of the Wellways culture to ensure effective strategy implementation;
<p>Team Effectiveness Working as an active member and leader within the Finance team and with other key stakeholders, to ensure the achievement of organisational goals and the application of best practice frameworks.</p>	<p>This will include:</p> <ul style="list-style-type: none"> • Supporting an effective team based on an ethos of collaboration and co-operation and mutual support; • Support for, and on-going development of, an environment based on shared accountability and effective knowledge sharing; • Monitoring the risk profile within areas of responsibility and making recommendations and taking action to ensure that risk management strategies are developed and implemented e.g. grievance and dispute resolution activities; • Role modelling Wellways values and behaviors to ensure the success of the program offer;
<p>People Development Developing people capability and supporting the integration of organisational values.</p>	<p>Working with the Finance team and the broader Corporate Services leadership team, ensuring:</p> <ul style="list-style-type: none"> • The development of frameworks to support change and effective people management; • The implementation of talent development and succession strategies for the area; • The identification, management and / oversight of projects as required to address the current and future financial management needs of Wellways.
<p>Advocacy Ensuring active intervention in health promotion and advocacy.</p>	<ul style="list-style-type: none"> • As a senior member of staff, it is expected that the incumbent will represent Wellways in a variety of settings, including proactively collaborating with members, participants, carers and families to raise awareness of mental illness and disability issues at the local level and to 'market' the organisation.

Essential Requirements, Knowledge, Experience and Skills

Qualifications & Essential Requirements	<ul style="list-style-type: none"> • Relevant Tertiary Qualifications in Finance or Accounting • High level financial reporting and financial analysis experience • Current valid Driver’s License • Sophisticated IT skills, including Excel • Satisfactory Police Records Check • Satisfactory Working with Children Check • Right to Work within Australia • Available to participate in out of hours activities as required to ensure delivery of key role outcomes • Willingness to travel interstate for meetings as requested • NDIS Worker Orientation Module completion certificate • Satisfactory NDIS Worker Screening Check
Technical Knowledge and Experience	<p>Required:</p> <ul style="list-style-type: none"> • CPA/CA qualification with a minimum of 5 years’ experience in the management of financial systems and budgets, financial reporting, financial data analysis, auditing, taxation and providing financial advice; • Extensive experience in report generation and interpretation skills; • Demonstrated ability to operate as an effective member of the management team in the development of organisation wide policies and procedures; • Demonstrated ability in developing a close and sustained relationship with business leaders; • An understanding and demonstrated commitment to social inclusion and diversity; • Commitment to best practice; • A flexible, pro-active, ‘can do’ attitude and creative mindset. <p>Desirable:</p> <ul style="list-style-type: none"> • Prior experience working within the not-for-profit sector.

<p>Skills</p>	<p>Leadership</p> <ul style="list-style-type: none"> • High level expertise and leadership experience in the strategic development and delivery of business functions. • The ability to communicate and model a vision that generates enthusiasm and commitment • Action oriented, and able to drive innovative solutions • The ability to identify potential issues and setbacks and guide colleagues to optimise outcomes • Strong commitment to customer service for both internal and external customers <p>Strategic planning</p> <ul style="list-style-type: none"> • The role requires a highly motivated, independent thinker who is comfortable making and supporting strategic recommendations • The ability to establish an integrated perspective of the organisation's services and identify suitable opportunities where interventions add value <p>People leadership</p> <ul style="list-style-type: none"> • Demonstrated understanding of and commitment to Wellways values <p>Communication</p> <ul style="list-style-type: none"> • Partnership, participation and negotiation - An ability to liaise, consult and negotiate effectively including an ability to encourage participation and develop effective partnerships with stakeholders. Proven ability and experience in representing organisations. • Effective communication skills, verbal and written, including the ability to develop reports, funding submissions and recommendations on complex service issues, public speaking and conference presentations. <p>Information Technology</p> <ul style="list-style-type: none"> • Familiar in Microsoft Office Suite
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Additional Information

This position description may be modified from time to time to reflect organisational changes. Any changes will be discussed and agreed with the incumbent.

Financial Delegation: As per delegation schedule

People – Number of Directs: 0

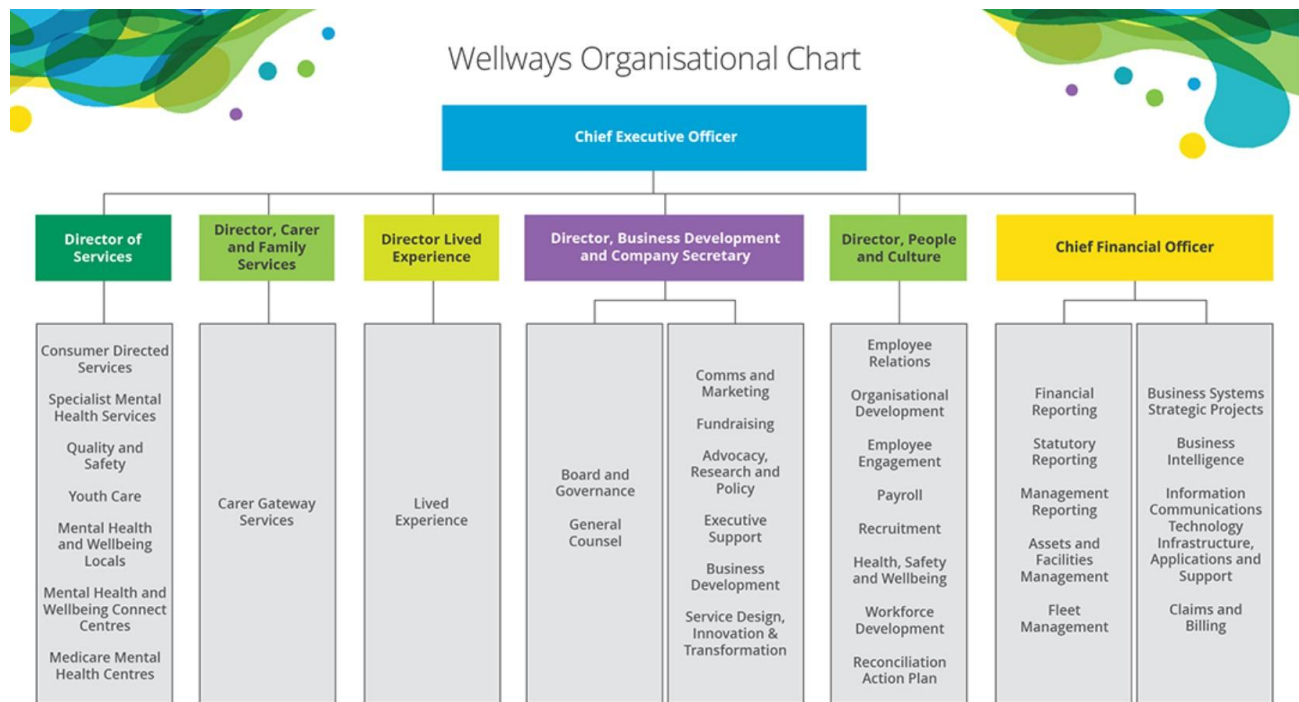
Travel Percentage: As Required

On Call: -

Special Requirements: -

Attachment 1

Wellways Organisational Structure



Position in Context - Finance

