



Position Description

Finance Business Partner

REPORTING TO:	Head of Finance & Admin Services
WORK LOCATION:	Melbourne (Wurundjeri Country)
GRADE:	5
SALARY (FTE):	\$107,568 per annum plus 12.5% superannuation
STATUS:	Permanent, Full-time or Part-time
HOURS:	Flexible 30 or 37.5 per week (0.8 or 1.0 FTE)

WHO WE ARE

We're the Australian Conservation Foundation, Australia's national environment organisation.

Since 1965, we've protected the air we breathe, the water we drink and the places we love. Driven by the power of people, we won World Heritage listing for the Great Barrier Reef and Kakadu National Park; we secured the \$10 billion national clean energy bank and we returned precious water to the rivers of the Murray-Darling.

We influence governments and businesses to protect the animals, rivers and reefs close to our hearts and hold decision makers to account without fear or favour. Everything we do is evidence-based and helps nature and people thrive for generations to come.

We won't give up until Australia's nature is protected and regenerated.

THE FINANCE & OPERATIONS TEAM

The Finance & Operations team provides services and support to the whole organisation including finance, facilities, office admin, information technology and data analytics. The finance teams' key value is to ensure every dollar is spent wisely and in the best way for ACF to achieve its goals.

THE ROLE

The Finance Business Partner is the primary contact and relationship holder between ACF's finance function and the rest of the organisation with the goal to strengthen financial performance, accountability and decision making. The Finance Business Partner provides insightful analysis and reporting, ensuring financial resources are aligned to strategic priorities while maintaining strong governance and compliance. The role supports ACF's budgeting and reforecasting cycle and grant management with a strong emphasis on productivity and self-service.



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**Nature
needs us,
now**

KEY COLLABORATIONS

The Finance Business Partner is the first point of contact in finance for budget managers across ACF's cost centres. The role works closely with the other members of the finance team, and colleagues in philanthropy and grants, People & Impact, and the directorate leadership teams.

RESPONSIBILITIES

Business partnering

- Act as the first point of contact in finance for budget managers and staff across every directorate.
- Respond to day-to-day financial queries from staff, exercising judgement about what to resolve, what to delegate and what to escalate.
- Proactively build relationships across the organisation so that you can gather accurate, timely information, and verify it meets compliance requirements.
- Build the financial literacy of non-finance managers through training, tools and plain-language explanation with a focus on improving process efficiency across the organisation.

Budgeting and forecasting

- Manage the annual budget process.
- Monthly review of budgets with budget holders to review performance and understand what's driving variances and help them plan ahead.
- Recommend monthly changes for forecasting.

Reporting and analysis

- Generate relevant and useful reports for various stakeholders, analyse to identify issues and concerns on a monthly basis
- Financial analysis to identify cost saving and opportunities for improved ROI and make recommendations.

Grants and funded programs

- Support the organisation in preparation of grant budgets before submission, and financial acquittals afterwards.
- Support the Project Managers to monitor, track and report grant expenditure against budgets and maintain the grants expense tracker and forecast. Advise on the eligibility and allocation of costs against grants.

Systems and improvement

- Act as product owner of ACF's budgeting and planning platform, including configuration, user access, support and development.
- Use AI tools to improve productivity and efficiency of finance team activities and impact
- Observe the safe working practices and as far as you are able, protect your own and others' health and safety
- Other duties as requested by your manager



KEY SELECTION CRITERIA

Essential

1. CA or CPA qualification
2. Demonstrated experience in a finance business partnering or management accounting role.
3. Excellent communication skills and proven ability to build trusted relationships with, and influence, stakeholders at all levels.
4. Demonstrated ability to manage competing priorities and meet deadlines, while maintaining a high standard of attention-to-detail and accuracy.
5. Advanced Excel, and experience with an ERP and AI tools.
6. A continuous improvement mindset, with examples of simplifying processes or increasing efficiency.
7. Alignment with ACF's purpose, and a belief that strong financial stewardship increases our impact.

Desirable

1. Not-for-profit sector experience.
2. Experience with Microsoft Dynamics 365 Business Central.
3. Experience implementing or administering a budgeting and planning system.

OUR VALUES

Bold - We aim high and act with courage. We're curious, innovative and unafraid to try new things. We learn from failure. We stay committed to big goals and to the scale of change needed.

Fair - We fight for fair outcomes for people and nature. We work to transform the systems driving the climate and extinction crises. We listen to and work alongside First Nations Peoples who have cared for Country since time immemorial.

Evidence based - The truth matters. We use evidence and judgement to guide decisions and fight mis and disinformation.

Stronger together - We work across teams, communities and partners because that's how we have the biggest impact.

Fun - We bring joy, hope and fun that connects people with nature and each other, making people feel part of something bigger. We celebrate wins and nurture the relationships that sustain long-term change.

Diversity is strength - We're inspired by the ecosystems we work to protect diversity makes us strong. We build a movement where people of all walks of life are welcome and belong, and where many perspectives help us solve big challenge



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