



Job Description

POSITION TITLE:	Finance Business Partner
LOCATION:	SAHMRI, North Terrace
REPORTS TO:	Senior Financial Planning & Reporting Manager
DEPARTMENT:	Corporate Services, Finance

PURPOSE AND SCOPE OF THE POSITION

The Finance Business Partner undertakes financial planning and analysis functions and acts as a strategic advisor, providing financial insights and analysis to support decision-making and drive business performance.

KEY RESPONSIBILITIES

Strategic Advisory: Collaborate with business unit staff and heads to provide financial insights that guide decision-making and align with business objectives.

Financial Analysis: Analyse financial data, including revenues, costs to identify trends, risks, and opportunities for improvement

Budgeting & Forecasting: Undertake the budgeting and forecasting process, ensuring alignment with SAHMRI's overall organisational financial goals and providing variance analysis.

Cost Management: Work with business unit managers to control costs, improve operational efficiency, and identify cost-saving opportunities.

Performance Reporting: Track and report on performance including KPIs and actionable recommendations for improvement.

Cross-Functional Collaboration: Act as a liaison between Finance and other departments, ensuring financial considerations are integrated into daily operations.

The specific duties include:

- Develop an understanding of all areas of SAHMRI's business and build strong working relationships with internal and external stakeholders
- Prepare monthly financial information for allocated projects and / or themes to relevant internal stakeholders, providing users with insights to assist them with the financial management of their department
- Business Analyst support for new business opportunities including cost modelling, break even analysis and related decision support activities
- Assist with month-end and year-end close processes
- Support the Senior FP&R Manager to deliver the annual budget and forecast processes, including:
 - engaging with internal project and / or theme stakeholders to prepare project level budgets and forecasts
 - assisting in the development of budget & forecast templates to be used by the wider team

- ensuring budgets / forecasts are developed in line with SAHMRI guidelines and overall strategic direction; and
- ensuring forecasting and budgeting processes are continually assessed and developed
- Identify any trends in the monthly reported financial information that can be considered as part of future forecasts and budgets
- Identify process improvements and work with the team to develop solutions
- Support the team in the review and development of internal policies and procedures
- Support the wider finance team with ad-hoc queries and analysis, as required
- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work
- Participate in the implementation of the SAHMRI's Work, Health and Safety Management System and related laws, regulations and guidelines
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the Code of Conduct Policy

SPECIAL REQUIREMENTS

- Some out of hours' work may be required.
- DCSI Employment Screening and Police Checks may be required.



Person Specification

QUALIFICATIONS

- An appropriate degree in Accounting, Commerce or Economics
- CPA/CA qualified, or working towards

EXPERIENCE, KNOWLEDGE AND SKILLS

- Demonstrated experience in the preparation of financial reports
- Strong analytical skills, with keen attention to detail and ability to identify trends in data
- An ability to transform complex financial information into a suitable format for a variety of audiences
- Excellent interpersonal and communication skills, and the capacity to build positive relationships with a wide variety of stakeholders as a trusted advisor able to enhance finance acumen across the organisation
- Proven ability to meet deadlines, manage competing priorities, and work under pressure
- Ability to work productively within a team environment
- Demonstrated ability to be able to work independently at times
- Advanced knowledge of Excel
- Experience using medium-sized financial information systems
- Experience within a Big 4 or comparable service-based environment an advantage, but not essential
- Understanding of accounting requirements of not-for-profit entities an advantage
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
 - **Excellence** – Bold, Driven, Dynamic
 - **Innovation** – Persistent and Focused
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun