

Goulburn-Murray Water Position Description

Finance Business Partner (CSE/MDO/CAS) –

Position Number BAF404

Role Purpose	
<p>This role will ensure the business-partnering model supports the business with all Financial Analysis, explanation, business cases preparation and Financial reporting.</p> <p>The position is accountable for providing input from the across the business to help develop and maintain the annual budget process, quarterly forecasting process, Corporate Plan five-year financial forecasts, Water Plan financial forecasts.</p>	
Reports to (title)	Manager Finance
Classification / Band	Band C
Allowances	N/A
Employment Status	Fixed term (12 months) GMW considers every role flexible where this can still deliver the required business outcomes, this could include but is not limited to part-time or job share.
Location	Tatura
Position Contact	Lauren Knowles – Senior Finance Business Partner - 5826 3602
Key skills, Qualifications & Experience required	<p><u>Mandatory</u></p> <ul style="list-style-type: none"> - A Bachelor in Accounting or other relevant Business or Commerce Degree <p><u>Desired</u></p> <ul style="list-style-type: none"> - Relevant experience in related roles - Full CA/CPA/ACCA/CIMA status, with post qualification experience <p><u>Key Skills & Experience</u></p> <ul style="list-style-type: none"> - Experience in financial and general business analysis - Demonstrated experience collaborating across various groups and functions - Demonstrated experience interpreting, explaining and driving finance performance - Experience providing management reporting to support the operational performance and strategic decisions by providing evidence-based data - Excellent communication skills - Sense of urgency and accountability to meet all reporting and compliance deadlines - Adaptable and flexible
Other Requirements	<p>Police check</p> <p>Australian Drivers Licence</p> <p>Australian Working Rights</p> <p>Proof of Covid-19 Vaccination Status</p>
Approver/Approval Date	Sophie Riddell - Manager HR Business Partnering – March 2022

Key Result Areas	Key Responsibilities	KPIs
Financial Reporting	<ul style="list-style-type: none"> • Support the preparation of the monthly financial reports for the Board and General Managers ensuring they are prepared to meet the reporting timetable and all requirements of the GMW Financial Reporting Framework, including detailed analysis of results, KPIs etc. • Support the preparation of Water Service Committee and External Customer groups, financial reports across the GMW group as necessary. • Assist with the monthly reporting processes including reconciliations, revenue recognition, accruals, etc to ensure that all procedures and processes are properly performed in order to ensure the integrity of the financial information reported. • Analysis of forecast results to identify possible impacts on future financial results and outcomes. 	<ul style="list-style-type: none"> • Contribute to and monitor results and performance to enable GMW to reach the P&L figures budgeted • Timely production of all statutory reports • Clear and concise Board Reporting Data available within deadlines • Regulatory obligations met

	<ul style="list-style-type: none"> Support the development, enhancement and continuous improvement of XL-One reports. 	
Budgeting and Forecasting	<ul style="list-style-type: none"> Support the development of G-MW's annual, operating expenditure and capital expenditure budgets, in partnership with the business. Support the enhancement of the budget and forecasting tools and processes across the GM group Support the quarterly forecasting process in partnering with the business Responsible for the provision of analysis of budgets and forecasts to determine impact on the business including GMW's financial sustainability metrics. Provides financial insights to your customer group through the accurate and timely consolidation and reporting of budget, forecasts/plans and future strategic options including trend analysis and insight in future cost projections. Facilitating activities such as; cost reduction and process efficiency opportunities, budgeting, forecasting, planning and project evaluations. Support the provision of financial data for the Corporate Plan, Water Plan and Essential Services Commission Budget and forecast report and value add commentary preparation for budget owners 	<ul style="list-style-type: none"> Timely production of budget and forecast reports to assist decision making Contribute to and monitor results and performance to enable GMW to reach the P&L figures budgeted
Pricing and Analysis	<ul style="list-style-type: none"> Provision of information and key expenditure assumptions to facilitate annual pricing information 	<ul style="list-style-type: none"> All customer pricing is accurate and recovers operational costs
Stakeholder Management	<ul style="list-style-type: none"> Support the Finance Business Partnering Manager coordinate Group reporting including the Corporate Plan, Budget and Quarterly Forecasts. Assistance to non financial executives and managers within the organisation in respect of financial information and analysis. Respond to requests for financial forecasting information for other Authorities/Departments Liaison with internal audit as required. 	<ul style="list-style-type: none"> Stakeholder feedback Provision of consistent, timely and authoritative advice to stakeholders and the publication of Statutory Financial Reports All financial compliance obligations met

Note: Other duties and responsibilities may be required as reasonably directed

Mandatory Key Result Areas for all GMW positions

Safety	<ul style="list-style-type: none"> Comply with all GMW OH&S standards, policies and procedures Contribute to the continuous improvement of HSE systems by consulting with staff and passing on recommendations to improve the system to the HSE Team 	<ul style="list-style-type: none"> Investigate and close out incident and hazard reports on time Workplace inspection findings corrected Internal Audit finding actions corrected All staff mandatory training completed Safety meetings conducted with actions completed
Policies	<ul style="list-style-type: none"> Adhere to GMW policies and procedures Stay up-to-date on all GMW policies Ensure all GMW policies are promulgated and adhered to Advise on potential changes to policies as required by local conditions Ensure all policies are communicated to, and understood by, the team 	<ul style="list-style-type: none"> Audit results (internal) Numbers of issues escalated through team not adhering to policies

Key Relationships

All GMW employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.

Internal	External
<ul style="list-style-type: none"> • GMW Managers in the collection of data and financial reporting and associated analysis and recommendations • The wider Finance team • Internal Auditors for review and assurance of financial statements and controls • GMW ICT teams for financial system availability • GMW Company Secretarial and legal advice where required for pricing and compliance matters 	<ul style="list-style-type: none"> • GMW customers and investors in relation to water pricing, regulation and accounts • DEWLP as key recipient of statutory financial reports and associated performance reporting and policy

Behaviours and Values

All employees are required to demonstrate GMW’s values through their work and their dealings with internal and external customers. Behaviours must also align with the values and with GMW’s strategic outcomes below:

Safe, skilled, engaged people

Contribute to a safe, inspiring and diverse workplace where learning is encouraged and your team feels supported. You openly demonstrate the vision and values of GMW through your own behaviours.

Satisfied customers, trusting partners

Exhibit at all times a customer-first attitude and you are focused on delivering outcomes that meet the needs of our customers, stakeholders and communities. You deliver solutions in response to customer and operational issues.

Sustainable business, viable customers

Take ownership for delivering affordable and sustainable water services through the decisions you make every day and take responsibility for ensuring ongoing business efficiency. You operate in a timely manner and with a sense of urgency when required and you consistently prioritise your work to meet the ongoing, and sometimes changing, needs of our business.

Water security and other water values are recognised

Comprehend the regulatory framework under which we operate and the importance of meeting our obligations. You understand the role that water plays in the sustainability of our region and actively seek out opportunities that will secure water for our future.

Innovation, data and technology driven services

Uphold the integrity of all GMW processes and systems by contributing to a continuous improvement lifecycle. You ensure that all decisions are informed by accurate and complete data & information.



Excellence



Honesty



Accountability



Courage



Caring