

Position Title	Finance Business Partner
Group/Portfolio	Corporate Services
Classification	HEW 8
Position Number	00052965
Reports To	Senior Finance Business Partner
Employment Type	Continuing

1.0 Position Purpose

The Finance Business Partner works in concert with the Senior Finance Business Partner to provide strategic advice, operational and business planning, budgeting and resource management services to academic and professional managers. The role requires leadership and consultancy skills of a high order and the ability to undertake activities of a complex and specific nature, encompassing a significant element of University operations.

This is a critical position for fraud and corruption control in the University. The incumbent will ensure they understand the University's Fraud and Corruption Control Framework and manage the prevent, detect and report controls of their function effectively.

2.0 Eligibility Requirements

- Completion of relevant tertiary qualifications and substantial relevant work experience or an equivalent combination of knowledge, training and experience
- Membership of a professional accredited accounting organisation with CA or CPA qualifications.

3.1 Key Responsibilities

- Develop a professional advisory relationship with University Executive and Element managers to regularly provide expert advice and information on their financial position and key financial drivers.
- Provide regular expert advice on financial and resource management matters, particularly in the areas of program and teaching loads, academic planning and their interrelationship and impact on the element's financial performance.
- Discuss new business initiatives, undertake value-adding analysis, draw out key insights and provide input to client operational and strategic plans.
- Partner with Element managers to develop annual budgets for groups, schools, research centres, executive and administrative elements in

accordance with contemporary accounting principles, relevant legislation, enterprise agreements and University policies.

- Develop program and course financials and report on the viability of specific programs and courses.
- Responsible for overseeing and validating regular Group and Element level forecasts in consultation with key clients within appropriate timelines.
- Analyse group and element monthly financial results, investigate significant variances, identify causes and recommend corrective actions.
- Provide mentoring and expert advice to staff in the Business Partnering team, particularly regarding University policies and procedures, functionality of finance information systems and efficient and effective work practices.
- Improve business processes, develop guidelines and protocols, driving adoption of best practice consistently across the business partnering team
- Develop strong relationships with other key internal service providers to ensure a seamless service to the client.
- Undertake other project tasks as determined by the Senior Finance Business Partner or Head of Business Partnering.
- Promote and demonstrate cultural behaviour in accordance with the Fraud and Corruption Control Framework and the University's Integrity program. This includes acting with integrity in undertaking duties and implementing processes to effectively prevent, detect, and respond to fraud and corruption within the University.
- Support compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).