

**POSITION DESCRIPTION – Finance Business Partner****Part 1 – Expectations for Your Role**

<b>Position</b>	Finance Business Partner
<b>Service / Program</b>	Organisational Enablement - Finance
<b>Industrial Instrument</b>	Each Enterprise Agreement 2024
<b>Instrument Classification</b>	Support Service Level 5
<b>Reports to</b>	Manager Financial Planning & Analysis
<b>Effective Date</b>	January 2026

**Position Purpose**

The Finance Business Partner (FBP) provides high-quality financial and strategic support to Program Directors and the Each leadership team.

The role partners closely with operational managers to improve financial capability, support evidence-based decision making and ensure sustainable service delivery aligned with organisational objectives, values, and funding requirements.

This role bridges finance and operations, translating financial data into meaningful insights that support service planning, performance, and community outcomes and contributes to ensuring that the finance team is highly valued as a strategic partner that focuses on delivering quality, innovation and continuous improvement.

**Key Deliverables****Business Partnering & Strategic Support**

- Act as a trusted financial advisor to Program Directors and managers, supporting planning, budgeting, and service development decisions
- Build strong working relationships with operational leaders to improve financial literacy and accountability
- Provide clear, timely, and practical financial advice aligned with service objectives and funding constraints

**Budgeting, Forecasting & Financial Performance**

- Lead the development of annual budgets and periodic forecasts for programs
- Monitor financial performance against budget, identifying risks, opportunities, and corrective actions
- Support managers to understand variances and implement improvement strategies
- Assist with workforce costing, activity-based costing, and service viability analysis
- Positively and constructively challenge program finance and business performance

**Management Reporting & Analysis**

- Prepare and present monthly financial reports, dashboards, and commentary for program and leadership audiences
- Translate complex financial data into clear insights and recommendations
- Support service planning through scenario modelling and financial impact analysis



- Investigate key variances in budget movement and provide clear reasoning for the movements and recommendations
- Positively and constructively challenge program finance and business performance

### **Funding, Compliance & Reporting**

- Support financial reporting for government and grant-funded programs, ensuring compliance with funding agreements
- Lead financial acquittals, audits, and data requests from funding bodies
- Work collaboratively to ensure financial processes meet regulatory and organisational requirements

### **Systems, Process Improvement & Capability Building**

- Contribute to the continuous improvement of financial systems, tools, and reporting processes
- Support managers to build financial capability through coaching and practical guidance
- Participate in finance and organisational projects as required

## **Key Relationships**

- Program Directors, Managers and Team Leaders
- Operations Leadership Team
- Finance Team (FBP's, Financial Accounting Team, Accounts Payable & Billing)
- Internal stakeholders including HR and Payroll
- External stakeholders (funding bodies, auditors, regulators)

## **Skills**

- Strategic thinking and commercial acumen
- High-level analytical and problem-solving capability
- Clear communication and collaboration
- Ability to translate financial information for non-financial stakeholders
- Relationship management and influencing skills
- Attention to detail with a solutions-focused mindset
- Strong stakeholder engagement
- Alignment with organisational values and community-focused outcomes

## **Experience and Knowledge**

- Management accounting, financial analysis, and business partnering
- Working within complex, service-based organisations (health, community services, NFP, or public sector)
- Experience in community health, public health, or not-for-profit settings
- Knowledge of government funding models and reporting requirements
- Familiarity with financial systems and ERP platforms
- Understanding of activity-based costing or service performance frameworks

## **Qualification/Registrations/Licences**

- Degree in Accounting, Finance, Commerce, or related discipline
- CA or CPA qualification (or currently working towards)



## Physical Requirements

- **Office Environment:** Sit for extended periods and use office equipment.
- **Data Entry:** Handle administrative tasks.
- **Office Mobility:** Move around the office and attend meetings.
- **Light Lifting:** Lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory:** Read documents and communicate effectively in person and via phone/video.
- **Travel:** Travel locally to Each locations.

### Why we include physical requirements in our Position Descriptions

We list the physical requirements of a role to ensure transparency and to support equitable access to employment. This information helps candidates understand the nature of the role and identify any workplace adjustments or supports they may need to thrive in it. Our aim is to create an inclusive environment where everyone can perform their role safely and effectively, with the right accommodations in place.

*If you have specific access needs or would benefit from adjustments to the recruitment process or the role itself, we warmly encourage you to let us know. We're committed to working with you to find solutions that support your success.*

**POSITION DESCRIPTION - Employee****Part 2 – Expectations for Our Team**

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

**Expectation of Employees**

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

**Employee Responsibilities**

An Each employee is responsible for:

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

**Quality**

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

**Safety & Wellbeing**

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

**Child Safe Commitment**

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

**Inclusion and Diversity Commitment**

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

**Key Selection Criteria****Skills & Behaviours**

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

**Desirable Experience, Knowledge, and Qualifications**

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.



- Understanding of the Not-For-Profit and Health sectors.

#### Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

#### Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.