Position Description

Position Title	Finance Business Partner
Position Number	BOAA02
Directorate	Corporate Services
Business Unit/s	Finance Services
Reports to	Senior Management Accountant
Classification	Level 8 – Inside Workforce Agreement

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

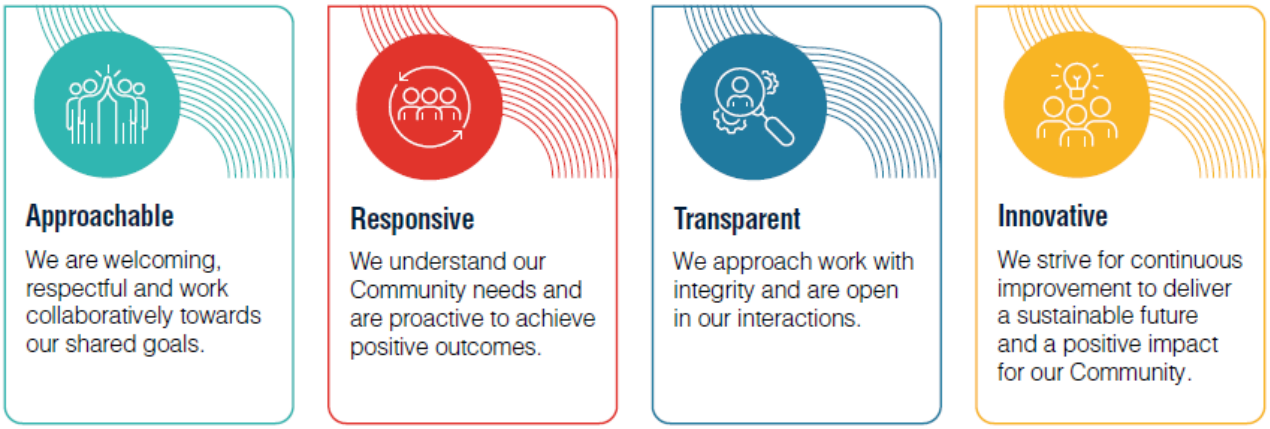
The City has a workforce of around 1,500 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision
A sustainable City with a local focus.

Mission Statement
To serve our community by delivering efficient, responsive and sustainable service.

Values
The City of Stirling's core values are:



Reporting Relationships

This position reports directly to the Senior Management Accountant.

Business Unit Objective

The Business Unit provides a range of financial services to the Council and City of Stirling Community. Those services include Rates Services, Accounts Receivable, Investment and Funds Control, Expenditure Processing, Budget Coordination, Management and Statutory Reporting and Purchasing and Contracts administration.

Position Overview

The position is responsible for supporting the Senior Management Accountant in developing and providing a comprehensive, professional and responsive management accounting service to all Directorates in line with the City's strategic objectives, particularly in relation to budget development and performance reporting. The position is also responsible for providing a business analyst service to the City's directorates.

Position Objectives

Provide support and assistance to the Senior Management Accountant in the overall management of the Management Accounting sub-unit including:

- Management of the City's Budget Management System.
- Assist in co-ordination of the budgeting and forecasting processes in line with the Integrated Planning and Reporting Framework.
- Assist in the preparation of statutory financial statements and reports as required.
- Providing high quality analysis and input into the business planning process and projects
- Business partnering with customers and stakeholders to deliver service excellence, ensuring that information is accurate, consistent, clearly communicated and financial issues are resolved in a timely manner.
- Undertaking extensive financial and non-financial analysis of Directorate/Business Unit performance and identify trends and projections to maximize resource utilization.
- Assist in the development of financial models for use in the examination of financial performance of the City.

- Provides advice and guidance to customers and stakeholders on financial matters in accordance with relevant policies and procedures.
- Development of KPI's, appropriate reporting mechanisms for key result areas, undertake benchmarking, financial modelling, cost benefit analyses and similar projects as required.
- Develop, maintain and regularly review process diagrams and procedure documents to identify opportunities for efficiencies.
- Keep abreast of developments and trends in technology, management accounting and business partnering.
- Foster strong, collaborative relationships across business units to ensure that financial strategies are well understood and embraced.
- Present complex financial information clearly and concisely to both technical and non-technical audiences.
- Other ad-hoc duties as assigned by the Senior Management Accountant and Manager Finance Services.

Other Responsibilities

- Capitalises and disposes of assets periodically and reconciles accounts.
- Maintains relevant registers, databases and systems, ensuring that information is accurate, stored correctly and accessible as required and meets legislative requirements.
- Manages asset stocktaking.
- Develops and maintains Asset Management Practice and procedures manual for financial asset register.

Corporate Responsibilities

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City's Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Undertake duties and responsibilities in accordance with the City's Customer Service Charter
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as reasonably directed.

Selection Criteria

Qualifications/Education Level	
Bachelor's degree in Commerce, Finance or Accounting.	Essential
Progression towards full membership of a professional accounting body.	Desirable
Knowledge, Skills, Experience & Abilities	
Highly developed interpersonal, written and verbal communication skills.	Essential
Highly developed conceptual and business analysis skills.	Essential
Knowledge of Finance One and Excel 1 Reporting Tool.	Desirable
Intermediate skills using MS Office Suite (Word, Excel, Outlook, PowerPoint).	Essential
Knowledge of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 in relation to the budgeting and financial reporting aspects	Desirable
Highly developed interpersonal, written and verbal communication skills.	Essential
Considerable experience in a management accounting role.	Essential
Relevant accounting and administrative experience in Local Government including the preparation and presentation of Budgets and Long-Term Financial Plans.	Desirable
Other	
National Police Clearance (under 3 months).	Essential

Office use only

Position Creation Date	Date	Officer	
Last reviewed/Modified	Date June 2025	Officer	Senior Management Accountant