

POSITION DESCRIPTION



Finance Business Partner

POSITION DETAILS

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| Position Title | Finance Business Partner |
| Classification | HEW Level 8 |
| Position Number | |
| School/Office | Office of Finance and Procurement |
| Division | Operations |

POSITION PURPOSE

This role leads strategic financial partnering across designated client areas, delivering expert advice, analysis, and insight to support evidence-based decision-making. It plays a critical role in aligning financial planning with University priorities, driving performance, and enhancing financial capability across the institution.

The Finance Business Partner operates with a high degree of autonomy and influence, contributing to the design and implementation of financial frameworks, forecasting models, and reporting tools. The role is pivotal in shaping financial strategy, embedding continuous improvement, and enabling long-term value creation.

KEY ACCOUNTABILITIES

- Lead financial planning and forecasting processes that align with University strategy and operational priorities.
- Advise senior stakeholders on financial performance, risks, and opportunities, enabling informed decision-making.
- Design and implement financial models and reporting frameworks that enhance transparency, accountability, and insight.
- Influence resource allocation decisions through robust analysis, scenario modelling, and business case evaluation.
- Drive continuous improvement initiatives that streamline financial processes and improve service delivery.
- Ensure compliance with financial policies, audit requirements, and regulatory standards, mitigating risk and enhancing control.

- Collaborate with cross-functional teams to embed financial literacy and build capability across client areas.
- Contribute to strategic projects and change initiatives, providing financial leadership and integration support.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Postgraduate qualifications in Accounting, Finance, or a related field, or equivalent combination of experience and education.
- Extensive experience in financial planning, analysis, and business partnering within a complex organisation.
- Proven ability to influence senior stakeholders and translate financial data into strategic insight.
- Advanced proficiency in financial systems and tools (e.g. TM1, GLwand, Oracle).
- Strong understanding of Australian Accounting Standards and public sector financial frameworks.
- Demonstrated capacity to lead initiatives, manage competing priorities, and deliver high-impact outcomes.

KEY RELATIONSHIPS

This position reports to: Executive Director, Financial Planning and Strategy

This position supervises: This position does not hold supervisory responsibility

Key internal relationships:

- Budget and Forecasts Team
- Divisional and School staff
- Finance Systems and Reporting teams
- Office for People

CHALLENGES

- Translating financial data into actionable insights for non-finance stakeholders.
- Managing multiple reporting deadlines across diverse client areas.
- Ensuring compliance with evolving financial policies and audit requirements.
- Supporting financial literacy and system use across varied user groups.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: Office for People

Date: August 2025