

Manager Finance & Business Partnerships

Position Description

Grade	6.1	Position number	
Employment type	Ongoing	Status	Full time
Division	Finance and Business Services	Direct / indirect reports	5 / 2
Reports to	Director, Finance and Business Services		
Date approved			

About CenITex

Our Vision	To deliver customer focussed ICT services, that support a modern, agile and productive public sector
Our Purpose	CenITex is a key supplier of shared ICT infrastructure providing services and support needed to ensure our customers stay operating and connected 24/7.
Our Values	Our values are the foundation of our culture and guide how we work together: RESPECT, COURAGE, ACCOUNTABILITY, COLLABORATION, INITIATIVE

Division Summary

The Finance and Business Services function is responsible for the financial, procurement, commercial insights, corporate legal and business IT systems in CenITex. Its role is to implement best practice in relation to the management control and process requirements within these functions to maximise sustainable growth. Its focus is to keep customer centricity at the heart of its decisions whilst balancing the need to meet CenITex's obligations in relation to compliance with relevant regulations. It plays a key role in the development of enterprise wide strategic plans for finance, procurement and business technology in alignment with the Corporate Plan.

Position Purpose

The Manager, Finance and Business Partnerships works closely with the Director, Finance and Business Services to lead and coordinate delivery of commercial insights through engaged partnering with business divisions. This is achieved by partnering with managers and leaders within the organisation to help build and develop financial modelling and analysis to enable informed business decisions.

Key Accountabilities

- Lead and guide the Finance Business Partnering team in developing the business partnering model and team members in their application of the model through a collaborative, customer-centred work arrangement with business customers.
- Collaborate with the business in the analysis of financial projects and Business as Usual (BAU) performance and direct resources to assist project / BAU managers with the financial aspects of project and business outcomes.
- Responsible for comprehensive financial management for the investment portfolio, including budgeting, forecasting, capitalisation and complex financial reports including benefits realisation.
- Direct and manage preparation of financial modelling and interpretation / analysis of output and tools and processes. Use modelling output in preparation of management reports to influence project and business decision making.
- Accountable for the preparation of corporate budget development for all aspects of the business to ensure alignment with the strategic direction of the organisation.
- Accountable for delivery of accurate costing of all services delivered by the CenITex Service Catalogue.
- Accountable for engagement of relevant stakeholders to test commercial propositions as they arise from time to time.
- Review and validate accuracy of financial data within business cases and monitor relevant financial and non-financial performance indicators.
- Advise on process design in support of other Finance functions.
- Educate and influence as a Subject Matter Expert on strategic financial issues.
- As a change champion enable accurate financial management of change and development.
- Any other duties as reasonably directed by CenITex.

Key Selection Criteria

1. Specialist Expertise and Experience

Substantial knowledge, capability and experience through working in financial management and providing business partnership services in a complex organisation with demonstrated ability to develop operational objectives

2. Strategic Planning

Commercially astute and customer focused with an ability to see the 'big picture' and deliver strategic outcomes at a local level. Applies understanding of cost benefit analysis, project and BAU financial requirements that will bring the best business return for the CenITex.

3. Leadership Skills

Track record in developing and leading high performance teams, with proven ability to motivate, coach, and align teams through change to meet business priorities.

4. Business Management

Strategic to deliver positive impact to the organisation's performance and conceptual thinker who can contribute financial knowledge to the development of strategic initiatives and with the customer groups ensure their effective implementation,

5. Stakeholder Management and Influencing

Competent in high level diplomacy, communication and influencing skills to establish and maintain effective working and stakeholder relationships and support senior managers in the alignment of business and Finance Business Services' agendas.

6. Change Leadership

Proven analytical, problem solving and change management skills in diagnosing issues, identifying and implementing effective solutions through superior change management methods.

Education and Qualifications

- Tertiary qualifications in finance or business is essential.
- CPA or CA essential.

Skills & Competencies

- **Change Management** - Maintains and controls their work group so that it continues to perform over time in changing circumstances
- **Coaching** - Guides and helps others to develop the behaviours critical to the organisation's current and future success
- **Customer Focus** - Provides an end to end customer experience and meets the customer's expectations and needs
- **Innovative Decision-Making** - Makes effective decisions and innovations which make a step change in the performance of their work group.
- **Initiative** - Remains proactive and takes prompt action to accomplish goals
- **Operational Awareness** - Is attentive to the opportunities and threats to the organisation
- **Performance Management** - Ensures the appropriate performance of all direct reports over time
- **Planning and Organising** - Plans own and team's schedules and resources so that their work is completed by the required time.
- **Relationship Building** - Works with suppliers and staff outside their team to create relationships which achieve mutual goals and objectives
- **Results Orientation** - Continuously works towards the goal with high levels of effort to achieve it
- **Self-Development** - Understands own strengths and development areas, and takes action to continually improve behaviour in the work place over the long term
- **Team Work** - Relates with others in their team to achieve the work group's goals over time

Other Relevant Information

- This position description is an overview of the role; changes to the position should be expected reflecting changes in organisational goals and objectives, activities or job focus.
- Staff members must comply with policies, procedures, delegations, legislation and other obligations relevant to CenITex.
- In the area of OHS, all staff members are responsible for following reasonable instruction, cooperating with their employer, and at all times taking reasonable care for own health and safety and the health and safety of other people who may be affected by your conduct in the workplace.