



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## POSITION DESCRIPTION

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| <b>Organisation:</b>                               | Torres Strait Island Regional Council  |
| <b>Position Title:</b>                             | Finance Business Partner   |
| <b>Position Classification:</b>                    | Level 7  |
| <b>Instrument:</b>                                 | Torres Strait Island Regional Council Certified Agreement;                                   |
| <b>QLD Local Government Industry Award Stream:</b> | Stream A – Administrative, Technical, Community Service, Supervisory and Managerial Services |
| <b>Directorate:</b>                                | Financial Services   |

### PRIMARY PURPOSE

We are much more than a Council. Our work impacts the lives of the Community we serve in a profound way through the range of services we offer, as a major employer and a vital link in the infrastructure that supports the community. We respect *Ailan Kastom* and what it has to teach us to help culture and communities to thrive. We recognise that each community is not the same with unique language and cultural differences.

### POSITION OBJECTIVE

The Finance Business Partner plays a critical role in management accounting by providing expert financial analysis, budget management, and strategic advice. The Finance Business Partner collaborates closely with department heads to develop, monitor, and manage budgets while delivering accurate financial reports and analysis that inform strategic initiatives. This role serves as a key advisor, ensuring that financial practices comply with regulations and support the Council's broader objectives.

### KEY RESPONSIBILITIES

#### Budget Management:

- Collaborate with the allocated Executive and department heads to develop, monitor, and manage budgets.
- Ensure alignment of departmental budgets with the Council's financial goals and objectives.
- Assist in the preparation of the annual budget and review processes, including performance reporting.

#### Financial Analysis and Reporting:

- Deliver accurate and timely financial analysis, reports, and forecasts.
- Prepare monthly reports for management, including budget comparisons, variance analysis, and commentaries.
- Develop regular financial forecasts and update projections based on actual performance and emerging trends.

#### Strategic Partnering:

- Provide guidance to department heads, with financial insights and recommendations.
- Support strategic initiatives and operational improvements through financial analysis.

#### Stakeholder Engagement:

- Foster strong working relationships with internal and external stakeholders.

- Ensure effective communication and collaboration to support financial management processes.

#### **Compliance and Reconciliation:**

- Manage subsidiary works costing ledgers and prepare journal entries.
- Ensure compliance with funding requirements and effective utilization of resources.
- Prepare reconciliations and support operations with financial reporting and project performance analysis.

#### **Team Collaboration and Support:**

- Participate in regular team meetings to monitor progress on key performance indicators.
- Rotate with other Finance Business Partners as needed and provide backup support during workload fluctuations or absences.
- Provide ad hoc financial analysis and insights as required by senior management.

### **CAPABILITIES, SKILLS & EXPERIENCE**

1. Consistently demonstrates behaviours that reflect Council's values of One, Respect, Accountability, Courage and Resilience with all stakeholders.
2. Possession of Bachelor-level qualifications in Business or Commerce (Accounting).
3. Certified Practicing Accountant (CPA Australia) or Chartered Accountant (Institute of Chartered Accountants in Australia) would be highly regarded.
4. Extensive experience in a similar role within financial services.
5. Demonstrated experience in operating the Tech 1 accounting software or the ability to rapidly acquire technical competency in this system.
6. Strong knowledge of Microsoft Excel and financial modelling techniques.
7. Excellent communication and stakeholder management skills, with the ability to provide strategic financial advice.
8. Demonstrated understanding of the issues impacting Torres Strait Islander people, with the ability to communicate sensitively and effectively.
9. Ability to work autonomously, manage time effectively, and handle multiple projects concurrently.

### **OTHER CONDITIONS/REQUIREMENTS**

- The preferred applicant may be required to apply for a National Police Certificate before appointment.
- TSIRC employees may be required to have immunisations as a control measure against infectious disease if there is a requirement to travel.
- The employee shall comply with relevant Workplace Health and Safety legislation, Codes of Practice and Council's Workplace Health and Safety Management System.
- A basic knowledge and understanding of languages specific to the Torres Strait including Meriam Mer, Kala Lagaw Ya, and Creole would be highly desirable.

- The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:
  - a) anti-discrimination
  - b) equal employment opportunity
  - c) confidentiality
  - d) local government principles
  - e) *Ailan Kastom*
  - f) Council's Vision and Values listed on the next page.

## OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”

| Value & Value Statement   |  | Desired Behaviours |
|---|--|--------------------|
|  <p><b>ONE</b><br/>We are <b>one team</b> who achieves <b>together</b>.</p>                            | <ul style="list-style-type: none"> <li>• We show care for people and look out for each other.</li> <li>• We speak up and support others to be safe and healthy.</li> <li>• We respectfully address behaviours that conflict with Council's values.</li> <li>• We create positive unity within our organisation, our communities and our region.</li> </ul> |                    |
|  <p><b>RESPECT</b><br/>We have <b>respect</b> for each other and the <b>communities</b> we serve.</p>  | <ul style="list-style-type: none"> <li>• We respect and recognise Ailan Kastom.</li> <li>• We are open and collaborative, valuing clear community engagement.</li> <li>• We recognise and respect diversity, individual needs, experience and strengths.</li> </ul>  |                    |
|  <p><b>ACCOUNTABILITY</b><br/>We are <b>accountable</b> and responsive to our <b>communities</b>.</p> | <ul style="list-style-type: none"> <li>• We take pride in our work and pursue a standard of service excellence, doing more with less.</li> <li>• We consistently strive for transparency and good governance to the benefit of public interest.</li> <li>• We are reliable, honest and ethical in all we do.</li> </ul>                                    |                    |
|  <p><b>COURAGE</b><br/>We are <b>courageous</b> leaders, who think <b>innovatively</b>.</p>          | <ul style="list-style-type: none"> <li>• We encourage, value and reward creative thinking.</li> <li>• We respect and explore different ideas and perspectives.</li> <li>• We embrace change and actively promote Council's vision.</li> </ul>  |                    |
|  <p><b>RESILIENCE</b><br/>We are builders of a <b>sustainable</b> and <b>resilient</b> region.</p>   | <ul style="list-style-type: none"> <li>• We actively seek opportunities to continuously improve and bring growth to our region.</li> <li>• We think globally, act regionally.</li> <li>• We empower our people and communities; embracing local opportunity and participation.</li> </ul>  |                    |