

## POSITION DESCRIPTION

<b>Position Title:</b>	Finance Operations Business Partner
<b>Position Number:</b>	100015
<b>Work Unit/Division:</b>	Financial Strategy and Operations, Corporate Services
<b>Classification:</b>	VPSG 5
<b>Salary Range:</b>	\$116,413 to \$140,849 per annum plus 12% employer superannuation contribution
<b>Employment Type:</b>	Ongoing
<b>Position Reports to:</b>	Chief Financial Officer
<b>Location:</b>	Level 2, 570 Bourke Street, Melbourne Vic 3000

### About Us

The Victorian Ombudsman (VO) provides a free, independent, accessible and impartial service to the public. Our purpose is to ensure fairness for the public in their dealings with the Victorian public sector, to improve public administration, and engage within both public organisations, the government sector and the broader community. The *Ombudsman Act 1973* (Vic) is the governing legislation.

The VO's role is to ensure that the services of state and local government, and other public organisations are delivered in a fair and reasonable manner that is compatible with the *Charter of Human Rights and Responsibilities Act 2006* (Vic) and that human rights have been taken into consideration in decision making.

### About the Role

The Financial Strategy and Operations Team provides financial services including statutory and external reporting, payroll oversight, external financial audits, annual financial statements management reporting, budgeting, asset management as well as procurement oversight and support to the office of the Victorian Ombudsman.

Reporting to the Chief Financial Officer, the position will work within a small but professional team to provide service support, advice and analysis to Victorian Ombudsman staff. This position operates in a dynamic environment requiring a capacity to exercise judgement and interpersonal skills.

### Key Accountabilities

- Lead the month end with completion of accurate and timely balance sheet and general ledger financial reconciliations.
- Supporting finance system development and maintenance including identifying and testing enhancements, system upgrades.
- Business partner with internal business areas, providing financial analysis, budgeting and forecasting support, to a range of stakeholders.
- Support the reporting and analysis of the annual financial statements including working with external and internal auditors.

- Document and maintain up-to date financial policies, processes and procedures to support the business and ensure compliance with the relevant legislation.
- Provide subject matter expertise to manage risk and identify opportunities to deliver better procurement related decision-making and outcomes.
- Partner with business areas across VO to support procurement and contract management to provide expert advice and ensuring compliance with the Victorian Government Purchasing Board obligations.
- Responsible for organisational compliance with Standing Directions 2018 issued pursuant to the Financial Management Act including regular review of risk register, annual certification process.
- Apply well developed engagement skills to develop and maintain effective working relationships with internal clients and demonstrate high level interpersonal and communication skills.
- Other duties as required.

### **Key Selection Criteria**

1. Tertiary qualifications in accounting or related discipline and/or Professional accounting qualifications (CA/CPA) with demonstrated experience in management accounting or financial analysis.
2. Technical expertise and experience in financial accounting, reporting procedures, accounting practices and principles; the Financial Management Act 1994, Financial Reporting Directions (FRDs) and Australian Accounting Standards
3. Demonstrated practical experience and understanding of Victorian Government Purchasing Board (VGPB) under Standing Directions 2018.
4. Demonstrated experience in clear and accurate communication and explanations and conveying technical concepts in an easily understandable manner through an adaptive and professional approach in establishing and maintaining relationships.
5. Excellent interpersonal and communication skills, including the ability to effectively liaise with budget centre owners and the ability to work in a flexible and collaborative manner.
6. Advanced Microsoft suite skills and experience in using MYOB Acumatica is highly desirable.

### **Capabilities**

#### **Knowledge and Skills**

Critical Thinking and Problem solving

Outcomes Thinking

Systems thinking

Project Delivery

#### **Personal Qualities**

Stakeholder Engagement

Customer Focus

#### **Capability Description**

Objectively analyse and evaluate available data, points of view, needs of stakeholders and potential solutions before recommending relevant actions or decisions

Think and work in different ways to create better public value for Victorians; Establish ways to clearly and effectively measure the impact of government activity

Consider the wider context, break complex topics or situations into smaller parts to gain better insights and inform actions required

Define work activities required to deliver against outcomes intended in line with agreed timeframes, resources and ways of working

#### **Capability Description**

Identify stakeholders impacted by decisions, takes steps to keep interested parties engaged while managing expectations on outcomes

Understand customer need, apply skills, knowledge and experience to deliver high impact services that address those needs

Partnering and Co-creation	Build effective partnerships with the client/customer/community throughout problem-solving process to gain critical insights and develop effective solutions
Innovation and Continuous Improvement	Synthesise ideas and concepts across diverse disciplines to develop new and different ways of thinking, working or delivering solutions; Strives to improve efficiency, effectiveness, and quality of work
Communicates with Impact	Use various communication media to convey information, ideas, and insights in ways that maximises understanding of key messages; Posses good written and verbal communication skills

## Responsibilities:

**Environmental:** VO is committed to lead by example, through environmentally sustainable practices in our workplace and activities.

**OHS:** Under section 25 of the *Occupational Health and Safety Act 2004* employees must take reasonable care of their own health and safety and that of others and cooperate with their employer in the workplace.

**Recordkeeping Responsibilities:** As an employee of the officer in charge of a public office, full and accurate records of the business of the office must be kept in accordance with Section 13(a) of the *Public Records Act 1973*.

### Other relevant information:

All appointments to Victorian Ombudsman are subject to reference checks, pre-employment misconduct screening, Working with Children and criminal record checks.

Mandatory checks include:

- Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa.
- The successful applicant will be employed pursuant to the Victorian Public Service Enterprise Agreement 2024 and VO's relevant policies.
- Appointments will be subject to a National Police Check and Working with Children Check
- Completion of a conflict of interest and declarable associations form.
- Satisfactorily complete (as per legislation) a:
  - Statutory Declaration for recruitment purposes
  - Confidentiality Declaration
- All new employees are required to take an oath or affirmation on commencement.
- All new employees will refrain from engaging in any other remunerative employment without the explicit prior consent of the Ombudsman.

**Values:** All VO employees comply with the Victorian Public Sector Employees of Special Bodies values. These values require that public officials demonstrate responsiveness, integrity, impartiality, accountability, respect, leadership, and that they respect and promote human rights.