

# Position Description

Position Title	Financial Planning & Analysis Manager– GP Training	Reporting to	Head of Financial Planning & Analysis
Business Unit	Corporate Services	Direct reports	3-5
Classification	Manager 1	Date	April 2024

## Our Organisation

The Royal Australian College of General Practitioners (RACGP) is the voice of General Practitioners (GPs) in our growing cities and throughout rural and remote Australia. For more than 60 years, we’ve supported the backbone of Australia’s health system by setting the standards for education and practice and advocating for better health and wellbeing for all Australians.

We cultivate a stronger profession by helping the GPs of today and tomorrow continue their professional development throughout their careers, from medical students and GPs in training to experienced GPs. We develop resources and guidelines to support GPs in providing their patients with world-class healthcare and help with the unique issues that affect their practices. We’re a point of connection for GPs serving communities in every corner of the country.

Australia’s GPs see more than two million patients each week, and support Australians through every stage of life. The scope of general practice is unmatched among medical professionals, so the RACGP supports members to be involved in all areas of care, including aged care, mental health, preventative care and Aboriginal and Torres Strait Islander Health.

Patient-centred care is at the heart of every Australian general practice and at the heart of everything we do.

## Our Values

RACGP Employees are expected to uphold our workplace values:



**Progressive leadership** Forward thinking and proactive leaders who lead by example and empower employees to create and drive innovation



**Quality** Honouring our Organisational Vision and Mission Statement by constantly striving for excellence in service delivery and advancement in the field



**Ethics** Committed to acting with morality, integrity and transparency in serving the best interests of all stakeholders



**Professionalism** Dedicated professionals who respect and collaborate with others and are fully accountable for their actions.

## Your Team

The Corporate Services Business Unit is a newly created team under our service led and member centric operating model designed to deliver services that employees need to deliver value for our members. Specifically, the Corporate Services Business Unit plays a critical role in ensuring that we can set up our people to be able to do their jobs effectively and successfully with the right culture, capacity and capabilities as well shape strategy direction and drive a continuous improvement agenda to improve performance and innovate for members and stakeholders.

The functions of the Corporate Services Business Unit include:

- Finance and Risk
  - Statutory Accounting
  - Financial Planning & Analysis
  - Legal, Risk & Compliance Services
  - Procurement Services
- Information Technology, comprising:
  - Service Delivery
  - Training Management System
  - Development
  - IT Security and Risk
- Strategic Planning / Business Improvement, comprising:
  - Change Management
  - Business Improvement
  - Portfolio Management
  - Strategic Reporting
- Property, comprising:
  - Leasing
  - Property Design and Projects
  - Building Management
- Data and Insights, comprising:
  - Data Governance
  - Insights and analytics
  - Data Engineering

## The Role

Reporting into the Head of Financial Planning & Analysis, the Manager Financial Planning & Analysis (FP&A) – GP Training will lead the delivery of the FP&A function for GP Training, including budgeting, forecasting and finance advisory services for this key business stream within the College. You will deliver financial performance reporting and key financial insights to a range of RACGP stakeholders, including the RACGP Board, Finance Audit and Risk Management Committee (FARM), College Executive and leadership teams. You will be responsible for the quality, timeliness and consistency of financial advice provided by your team to the senior budget holders within GP Training to assist them in achieving business outcomes.

As a senior member of the Finance team, this role will provide leadership and coaching within the Finance Business Partnering function and include a focus on process improvement and development of tools and processes to enable effective reporting and analysis key to the maintaining the sustainability and financial stewardship of the College.

### Specific Role Function

This role will lead the FP&A function for the GP Training stream of the College which includes the following business areas:

- GP Training Services
- RACGP Training Services Ltd (RACGPTS)
- Joint College Training Services (JCTS)
- Non VR Fellowship Support Programs

The role will also lead the financial management of grants in other business units working closely with other FP&A teams.

## Key Responsibilities

- Responsible for regular financial reporting for the GP Training business stream of the College to all key stakeholders, including Government bodies.
- Lead the development and delivery of key planning, forecasting, and budgeting cycles within the GP Training business stream of the College
- Partner with College Executive and senior leaders to ensure revenue and expenditure drivers and metrics are met in line with College budgets
- Develop, improve and present as required management reporting to deliver regular financial information to College stakeholders and Government bodies as required.
- Prepare and present analysis and key insights into underlying financial performance on a regular basis
- Lead the provision of advice and guidance to all stakeholders on the financial accounting, management and acquittal of grants
- Lead the provision of financial advice and guidance in the formulation of grant proposals
- Represent the College to Grantors on financial matters relating to GP Training.
- Ensure that service delivery meets the agreed needs of customers and key stakeholders and is improved to meet future needs
- Support system and process improvements to enable improved analytics and insights
- Lead the development and implementation of business cases and project performance reporting
- Co-ordinate and lead business unit reviews with a focus on education and embedding improved financial literacy and acumen across the College
- Initiate, design, deliver, review, quality-assure financial models to support analysis of key financial drivers
- Contribute towards the overall achievement of the business KPI's and wider finance team initiatives
- Comply with all relevant workplace policies and procedures.
- Ensure workplace health & safety standards are in place and act as a safety role model to ensure the safety of all people through appropriate anticipation, identification and mitigation of risks
- Ensure through your leadership approach that an inclusive working environment & culture thrives within the RACGP that focuses on outcomes for our employees that improve engagement, retention, development and productivity
- Develop talent and ensure diverse talent pipelines to provide succession candidates for all key leadership positions
- Other duties as required.

## Qualifications and Experience

### Essential

- Qualified CA, CPA or equivalent
- Relevant Degree/Tertiary education in Finance or Accounting
- Extensive budgeting and forecasting experience with proven proficiency in business partnering and advisory
- Extensive Experience developing management reporting to suit a range of audiences
- Experience in the financial management of government grants
- Strong business acumen in supporting projects, eg. Business cases, modelling, NPV/ROI
- Proven experience in designing, co-ordinating and delivering process improvement
- Excellent communication skills, with experience in supporting Executive and senior leadership in a complex organisation
- Ability to work independently and proactively, with solutions focus
- Have the ability to lead and manage a small specialist team.
- Ability to prioritise work and to meet deadlines.
- Superior stakeholder management and communication skills.
- Strong Excel skills.
- Accuracy and attention to detail.

### Highly Desirable

- Transformation project experience
- TechOne, Workday, Power BI experience

## Your Relationships

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Your role requires interaction with internal and external stakeholders including:

**Internal:**

- College Executive
- Finance Audit and Risk Committee members
- Board members
- College senior leadership
- Head of Financial Control
- Finance team

**External:**

- Government bodies
- External consultants
- Software support partners