

Position Description

Position Title	Financial Planning & Analysis Manager – Corporate	Reporting to	Head of Financial Planning & Analysis
Business Unit	Corporate Services	Direct reports	1-3
Classification	Manager 1	Date	May 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 Financial Planning & Analysis Manager will lead the delivery of the Corporate business stream of the FP&A function for the RACGP, including budgeting, forecasting and strategic financial planning 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), and College Executive Team. You will be responsible for the quality, timeliness and consistency of financial advice provided by your team to these key stakeholders.

As a senior member of Corporate Services, 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 which is key to maintaining the sustainability and financial stewardship of the College. You will be the lead in Corporate Services for developing and implementing improved capability within the wider FP&A team on data analytics, data visualization and reporting standards.

You will lead and mentor allocated financial business partners and analysts.

Specific Role Function

This role will lead the Corporate business stream within FP&A which includes:

- consolidated College reporting to FARM and the Board, and the Executive Team
- the design and delivery of College budgeting and forecasting, corporate recovery models and other costing activities
- the development and review of the College's financial strategy
- Corporate processes and policies that support financial controls for revenue generation and sustainable expenditure models
- Projects to support College wide finance and data systems and process development, including dashboard reporting and other visualization tools

Key Responsibilities

- Accountability for regular financial reporting for the Corporate budget stream of the College
- Lead the development and delivery of key planning, forecasting, and budgeting cycles for the College
- Identify opportunities for improved use of the College's budget
- Support the College Executive Team and senior leaders to ensure revenue and expenditure drivers and metrics are met in line with College budgets
- Review, scrutinise and quality assure models and assumptions underpinning budgets and forecasts for inclusion in the Corporate budget
- Lead and provide guidance and advice to the FP&A team and stakeholders on budgeting and forecasting
- Identify and lead the process for managing financial risks to the sustainability of the College's business and achievement of its strategic objectives
- Review business cases and provide recommendations to the Head of FP&A, CFO and CEO
- Provide advice and guidance as required regarding the development of the College's strategy and plans.
- Support the development of financial strategies for the College and provide recommendations to the Head of Financial Planning and Analysis and the CFO.
- Develop and improve management reporting to deliver regular financial information to College FARM and Board committees
- Prepare and present analysis and key insights into underlying financial performance on a regular basis
- Identify, prepare and present deep-dive analysis and key insights into the financial performance of the College or business areas or functions
- Support business unit reviews, with a focus on education and embedding improved financial literacy and acumen across the College
- Be the lead of the Corporate Services team in developing and implementing improved capability within the wider FP&A on data analytics, data visualization and reporting standards
- Be the lead for FP&A for systems and process improvements to enable improved analytics and insights
- 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, including at Executive / Board level
- 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

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