



<b>Position Title</b>	FP&A manager	<b>Reporting to</b>	GM Finance
<b>Department</b>	Finance	<b>Direct reports</b>	N/A
<b>Classification</b>	SMB1	<b>Employment Status</b>	Full Time
<b>Position number</b>		<b>Date</b>	February 2018

### The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 39 000 members including urban and rural GPs, medical students and registrars.

The RACGP's mission is to support GPs in improving the health and wellbeing of all Australians, "Healthy Profession. Healthy Australia." We provide skills and knowledge assessment, educational training and ongoing professional development for practicing GPs. We develop standards, resources and guidelines, help GPs with issues that affect their practice, support research to link members with the latest advancements in the field and advocate on behalf of the general practice profession to set and maintain standards of high quality health care for Australians.

### Our Values

RACGP Staff are expected to uphold our workplace values:



**Progressive leadership** Forward thinking and proactive leaders who lead by example and empower staff 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 Finance Department of the college provides services to Council and its committees, CEO, the managers and staff of our Faculty Offices and National Office Departments, and external bodies including grant funders and grant operators.

These services are in the areas of:

- Setting of finance policies and procedures; budgeting, processing, recording and reporting of College business transactions; managing daily cash flow; managing compliance with tax laws and Corporations Law as it relates to financial matters; and providing managerial direction relating to financial matters whilst minimising financial risk.
- Management of some office services, specifically travel supplies, office supplies, postage & courier services and utilities.

## Your Role

The Financial, Planning and Analysis (FP&A) manager is to provide financial, planning and analytical support to RACGP operations by driving the budgeting, planning and forecasting processes. Reporting to the GM of finance, the role will be fundamental in helping develop and operationalise a new budgeting & forecasting process to deliver high quality reporting to executive management and operations. This includes working with a wide range of stakeholders to build an effective process and strengthen business partnership across the organisation. In addition, the role will be central to advancing our analytics including various finance and analytics projects. Closely partnering with the financial accounting leadership and team to ensure a consistent approach to management reporting to reflect the business performance of the organisation and strengthen underlying business processes. The management role will be responsible for 2-3 business partners and will be a part of building the team.

## Key Responsibilities

- Facilitate and drive the budgeting and forecasting process
- Delivery of timely & accurate annual financial plan to key stakeholders.
- Presenting insights into underlying RACGP performance, KPI's trends, analysis of operational impact against plan and prior year comparatives.
- Support the design, build and implement new management, financial, and KPI reports with key stakeholders across the business.
- Excellent management skills in defining solid business partnerships across the organisation both directly and through direct reports.
- Key project stakeholder of the budgets & planning transformation, including working with external consultants
- Stakeholder in data transformation projects for broad level management reporting, KPI & analytics
- Managing 2-3 direct reports
- Assist in adhoc analytical work as directed by the GM Finance

## Environment, Health and Safety

1. Complies with the RACGP's OH&S policies and procedures
2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager
4. Participates in meetings, training and other environment, health and safety activities
5. Does not wilfully place at risk the health or safety of any person in the work place
6. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
7. Cooperates with the RACGP in relation to activities taken by the RACGP to comply with OH&S and environmental legislation.

## Your Relationships

Your role requires interaction with the following stakeholders:

### RACGP Staff:

GM finance  
Finance team  
Business unit GMs and SLT  
Digital Technology project teams  
Business unit cost center managers

### Other:

External consultants  
Software support partners

## Key Selection Criteria

### Experience, knowledge and Skills

As a **suitable** candidate, you will have:

- Budgeting and forecasting leadership experience across a multiple functions.
- Strong commercial acumen, stakeholder engagement and influencing skills
- Ability to prioritise work and to meet deadlines
- Excellent communication skills.
- Contribute to and drive the development and improvement of processes across Financial Planning and Analysis
- Excellent modelling and analytical skills
- Project management experience
- Management and training of junior team members
- Strong work ethic and team player.
- Strong Excel/Word skills.
- Accuracy and attention to detail.

As an **ideal** candidate, you will **also** have:

- Transformation project experience
- Business acumen in supporting complex projects
- Exposure to AGILE methods
- TechOne experience

### Qualifications

As a **suitable** candidate, you will have completed:

- Qualified or working towards CA, CPA
- Relevant Degree/Tertiary education in Finance or Accounting

As an **ideal** candidate, you will have completed:

## Workplace Behaviours

In your role, you are expected to:

Positively influence others

Take initiative

Focus on service

Make effective decisions

Be transparent

Be respectful

Be emotionally intelligent

Be flexible and adaptive

Strive for excellence

Demonstrate integrity

Be accountable

Collaborate

## Declaration

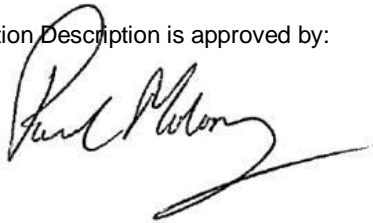
I, **XXXXXXXX**, acknowledge that I have read and understood the XXXXXXXXXXXX position description which forms part of my employment contract from the date of issue.

I accept that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements

Employee: \_\_\_\_\_ (signature)      Date: \_\_\_\_\_

This Position Description is approved by:

H.R:



(signature)

Date: February 11, 2019