



Position Title	Finance Business Partner – Education & IT	Reporting to	FP&A Manager
Department	Finance	Direct reports	N/A
Classification	Level E	Employment Status	Full Time
Position number	XXXXXX	Date	June 2019

The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 40,000 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

Reporting into the Senior Financial Planning & Analysis Manager you will deliver financial performance reporting and key financial insights to the GM of Education and GM of Corporate Services.

Key Responsibilities

- Proactively support the Education and IT teams in the delivery of key financial information for the RACGP
- Quarterly presentation of analysis and key insights into underlying financial performance of the Education and IT Teams within RACGP
- Contribute towards the overall achievement of the business KPI's and wider finance team initiatives
- Financial support for development and implementation of business cases and project performance reporting.
- Assist GM of Education and GM of Corporate Services with business unit reviews, leadership meetings with business unit stakeholders.
- Support the GM Finance and Senior FP&A Manager in the development and delivery of planning and forecast cycles

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
FP&A Manager
Finance team
GM Education
Education cost center managers
GM Corporate Services
Digital technology cost center managers
Digital technology program/project managers
RACGP operations from a central office
Shared services

Other:

External consultants
Software support partners

Key Selection Criteria

Experience, knowledge and Skills

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

- Budgeting and forecasting experience.
- Proven proficiency in management accounting, and decision support
- Experience developing management reporting
- Business acumen in supporting projects, eg. Business cases, modelling, NPV/ROI
- Ability to work independently and proactively looks for solutions to problems
- Ability to prioritise work and to meet deadlines.
- Excellent stakeholder management and communication skills.
- Strong Excel/Word skills.
- Accuracy and attention to detail.

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

- Transformation project experience
- Business acumen in supporting IT 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 Finance Business Partner, Education & IT 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: June 17, 2019