

Position Title	Finance Business Partner - Education & Fellowship Pathways	Reporting to	Senior FP&A Manager
Department	Finance	Direct reports	N/A
Classification	Level E	Employment Status	Full Time (1.0 FTE) Fixed-Term until February 2022
Position Number	100981	Date	December 2020

## The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 41,000 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 practising GPs. We develop 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 employees 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 employees 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 Fellowship Pathways.

## Key Responsibilities

1. Proactively support the Education and Fellowship Pathways teams in the delivery of key financial information for the RACGP
2. Quarterly presentation of analysis and key insights into underlying financial performance of the Education and Fellowship Pathways Teams within RACGP
3. Contribute towards the overall achievement of the business KPI's and wider finance team initiatives
4. Financial support for development and implementation of business cases and project performance reporting.
5. Assist GM of Education and GM of Fellowship Pathways with business unit reviews and leadership meetings with business unit stakeholders.
6. Support the GM Finance and Senior FP&A Manager in the development and delivery of planning and forecast cycles
7. Participate in the RACGP Performance Review cycle
8. Deliver agreed Work Performance Goals – to be developed in conjunction with Manager.
9. Other duties as required.

## Environment, Health and Safety

10. Complies with the College's OH&S policies and procedures;
11. 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;
12. 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;
13. Participates in meetings, training and other environment, health and safety activities;
14. Does not wilfully place at risk the health or safety of any person in the work place;
15. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare; and
16. Cooperates with the College in relation to activities taken by the College to comply with OH&S and environmental legislation.

## Your Relationships

Your role requires interaction with the following internal and external stakeholders:

### Internal:

- GM Finance
- FP & A Manager
- Finance team
- GM Education
- GM Fellowship Pathways
- Education cost centre managers
- Fellowship Pathways Cost Centre Managers
- RACGP operations from a central office
- Shared services

### External:

- External consultants
- Software support partners

## Key Selection Criteria

### Experience, Knowledge and Skills

Essential	Desirable
<ul style="list-style-type: none"> <li>• Budgeting and forecasting experience.</li> <li>• Proven proficiency in management accounting, and decision support</li> <li>• Experience developing management reporting</li> <li>• Business acumen in supporting projects, eg. Business cases, modelling, NPV/ROI</li> <li>• Ability to work independently and proactively looks for solutions to problems</li> <li>• Ability to prioritise work and to meet deadlines.</li> <li>• Excellent stakeholder management and communication skills.</li> <li>• Strong Excel/Word skills.</li> <li>• Accuracy and attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>• Transformation project experience</li> <li>• TechOne experience.</li> </ul>

## Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>• Qualified CA, CPA or CIMA</li> <li>• Relevant Degree/Tertiary education in Finance or Accounting</li> </ul>	

## 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

## Classification Description

In accordance with the Enterprise Bargaining Agreement (EBA) 2018 or subsequent agreement.

## Declaration

I, (Insert Name), acknowledge that I have read and understood the Finance Business Partner – Education and Fellowship Pathways 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	December 2020