

Finance Business Partner – Project Management

Classification	Band 4
Team	Financial Planning & Performance
Reporting to	Manager, Finance Business Partnering
Location	Bendigo
Effective Date	29 November 2024

Working at Coliban Water

Underpinning healthy people is healthy water!

Every day almost 180,000 customers in North Central Victoria trust us to deliver the water and sewage services that underpin the health and prosperity of their communities – now and tomorrow. We deliver these services to residents, farmers, businesses, and industry in 49 communities in an area spanning more than 16,500 square kilometres.

Led by our vision **healthy water, healthy people**, putting our customers and communities first is part of our DNA.

Day-to-day this means we maintain and upgrade the water and sewage pipes, pump stations and treatment plants we all rely on. And it's why we've set a bold strategy to build on that trust, enhance our natural environment, strengthen water security and resilience, and help shape the future of our region for the better.

While we're proud to lead the way, we know our success will come from deep understanding and collaboration. We engage regularly with and learn from our customers, communities, Traditional Owners, strategic partners, and others – because as locals, too, we know the best outcomes are realised when we all work together.

What we stand for

We're focussed on a culture of Earn the customer, Own the risk, and Act. This underpins our ability to deliver high quality services to our region.

Earn the customer	We exist to serve our customers. We 'wow' them with an outstanding experience.
Own the risk	We take responsibility and are accountable to our customers and communities.
Act	We are brave in our decision making and take action. We make good judgements based on evidence and we follow through.

Working with us, you'll be joining a vibrant, dynamic, and supportive team that:

- Respects, supports, and collaborates with the First Peoples of the land on which we live and work.
- Champions an inclusive culture that celebrates diversity.
- Is committed to flexible work and balance.
- Is a leader in the area of social justice, which sees us challenging the way we work to improve gender equality and support those impacted by family violence.

At Coliban Water we balance a small team rhythm with the reach and resources of one of the largest Victorian regional urban water corporations.

With big plans on the drawing board over the next five years, it's a great place to take the next step in your career.

What are you waiting for? We'd love you to join us.

Position overview

The Financial Planning & Performance Team leads the provision of high quality budget, forecast and management accounting advice and reporting.

Reporting to the Manager Finance Business Partnering, this role involves analysing Project financials, preparing monthly capital reports as well as reporting to external stakeholders, and assisting with budget management.

You will provide Project and Program Management support to the organisation, this includes business partnering with Project Managers on projects of varying scope and complexity, delivering financial oversight and actionable analysis to achieve financial objectives.

The role will coordinate financial information related to portfolio, program and project governance groups and will play a central role in the administration of PPPM tools, including becoming a power user and managing basic configuration and data integrity.

The role will also work closely with the Program and Project Assurance Team, ensuring end to end program and project delivery oversight. This team drives effective delivery of program and projects across the organisation, including infrastructure and business improvement (including digital and technology) programs and projects.

Position dimensions

Capital and expenditure budget	Not applicable
Authorities/delegations	Please refer to the Instrument of Delegations Policy.
Number of reports	0
Internal working relationships	Project/ Program Managers, Finance team, Program/Project Assurance Team, Portfolio Review Committee, Senior Leadership Team
External working relationships	Government and regulatory agencies
Other	Not applicable

Key result areas

Financial Analysis & Reporting

- Support project, program and portfolio financial planning, budgeting and forecasting activities, including the delivery of reporting obligations set by the State Government.
- Analyse and monitor project financial budgets and forecasts and provide recommendations for improvements.
- Assist with the design of monthly cost reports and collaborate with managers to track costs and analyse variances.
- Support financial information related to governance meetings for Program and Projects.

Relationship Management

- Build strong relationships with project managers, operational teams, and stakeholders to ensure effective communication and information exchange.
- Assist with the development and distribution of communications.

Project Data & Compliance

- Assist with ensuring the integrity of project cost data captured in the ERP system, including prompt rectification of coding errors.
- Support end of month reconciliation, reporting and compliance activities.
- Support and monitor other related assurance activities of the Enterprise Business Systems (Program and Project Management (PPM)) processes, systems, and tools to improve and align enterprise practices at Coliban Water.
- Provide finance assistance towards assurance activities such as Gate Reviews and Project Completion reviews.

Continuous Improvement

- Identify opportunities for process improvement within the Finance and Program & Project Assurance functions and contribute to the implementation of best practices.

Performance level

Action and accountability	The role will operate with direction provided by Manager Finance Business Partnering with in the Financial Planning and Performance team.
Judgement and problem solving	The role will be guided by frameworks that may involve a degree of problem solving and consultation with stakeholders.
Specialist knowledge and skills	<p>Ability to prepare formal documentation to a high standard for submission to Stakeholders, Funding Bodies, Senior Management and Executive Management.</p> <p>Advanced Microsoft Excel skills and ability to use complex formulas.</p> <p>Financial reporting experience with provision of internal financial advice to maintain financial viability of the organisation.</p> <p>Ability to follow methodologies and project management frameworks, and support enterprise-wide business processes. Coaching and working closely with others is a key competency.</p>
Interpersonal skills	<p>This role will require well developed communication skills that facilitates working with stakeholders, with the ability to create a shared understanding and commitment. Attention to detail and ability to follow-up and communicate tactfully.</p> <p>It is critical for the incumbent to possess the ability to establish positive working relationships with other staff at varying levels of the business.</p>
Qualifications and experience	<p>Strong working knowledge and experience in financial management together with qualifications acquired through:</p> <p>A tertiary degree in Accounting or equivalent.</p> <p>CPA or CA qualification or equivalent experience (preferable but not essential).</p> <p>Preferably, exposure to project, program and portfolio management methodologies.</p>

Shared goals

Health safety and wellbeing	Prioritise your own and others' health, safety and wellbeing by complying with the relevant Occupational Health & Safety legislation and Coliban Water's safety policies and procedures, including reporting hazards and incidents, and ensuring a discrimination-free work environment.
Environmental stewardship	Demonstrate a strong commitment to environmental stewardship by adhering to high standards, sustainability principles, and complying with relevant regulations.

Information security	Comply with all IT policies, complete security training and promptly report any suspected or identified issues.
Victorian public sector values	You'll uphold the values of responsiveness, integrity, impartiality, accountability, respect, leadership, and human rights, to strengthen the organisation's effectiveness in the public sector.

Special assessment and requirements

- A valid and current Australian workers' rights.
- You will be required to complete all core-training requirements in the expected timeframes.
- From time-to-time work outside of your regular business hours may be required, or you might be required to work at remote locations requiring overnight stay on occasion.
- You may also be requested to undertake pre or post-employment testing, such as psychometric testing, medical assessments, drug testing, police checks, security clearances, and other assessments.

Success profile

- Recognised tertiary accounting qualification, preferably with CPA or CA qualifications.
- Strong analytical and problem-solving skills with the ability to analyse financial data.
- Proficiency using accounting software and MS Excel.
- A 'can do' approach that is customer focussed and results oriented together with existing practices to stay current with regulations and accounting standards.
- Demonstrated positive and proactive communication and interpersonal skills with the ability to communicate effectively, engage and coach others.
- Display strong attention to detail and numerical accuracy.
- The ability to follow methodologies, frameworks and protocols for the effective management of enterprise-wide functions, systems and processes.
- Ability to work as a team member and maintain strong relationships.
- Ability to learn quickly, work in a fast-paced environment, take initiative and plan and prioritise multiple tasks to meet deadlines.
- Experience or exposure to project, program, and portfolio management methodologies (Preferable, but not essential)

Position acceptance

I have read and understand the contents and obligations of this position description. I also understand I have obligations to comply with all Coliban Water policies and procedures.

Type or print name	Insert signature	Click or tap to enter a date.
Employee name	Employee signature	Date