

Senior Finance Business Partner

Classification	Band 5
Team	Financial Planning & Performance
Reporting to	Manager Finance Business Partnering
Location	Office based in Bridge Street, Bendigo. Hybrid working arrangements available.
Effective Date	March 2025

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.

As a trusted advisor, you will collaborate with key internal stakeholders to ensure high quality and accurate management reporting. Reporting into the Manager Finance Business Partnering, you will be accountable for providing support and technical guidance with regards to finance systems, transactions, annual budgets, forecasting and month-end reporting. You will do this by developing effective working relationships with your stakeholders, to identify and understand business drivers and operational performance to enhance the forecast and budget processes.

You will provide ongoing financial education, guidance and support to business managers, to improve commercial capability across the organisation.

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

- Deliver timely and accurate financial analysis and commentary each month to aid informed decision-making.
- Assist in preparing the organisation's annual budgets.
- Present financial results to senior leaders.
- Work across the organisation to identify cost saving initiatives and revenue optimisation opportunities, while assisting in the implementation and monitoring of new initiatives.
- Collect, analyse, monitor, interpret data and information, and make recommendations to ensure key financial outcomes are achieved.
- Provide financial advice in the development of business case proposals.
- Support financial information related to board reporting, forecasting, cost analysis and other ad hoc activities.

Relationship Management

- Build strong relationships with budget managers, executives, operational teams, and stakeholders to provide financial analysis, planning and reporting.
- Partner with business groups and act as the point of contact for finance related activity.

Finance Data & Compliance

- Coordinate month-end finance processes, reporting and performance analysis.
- Ensure financial data in the Financial Management Information System is accurate.
- Assist with end of year and compliance activities as required.
- Continuously review and update internal control procedures.

Continuous Improvement

- Provide training and guidance on budget and forecast processes.
- Drive efficiencies through automation and process improvements across the organisation.
- Identify opportunities for process improvement within the Finance team and contribute to the implementation of best practices.

Performance level

Action and accountability	The role is required to provide expert advice and recommendations. Advice is provided through drawing on policy, procedure, process and professional standards. It will operate with direction provided by Manager Finance Business Partnering.
Judgement and problem solving	This role makes decisions through considering a variety of alternatives. Considerations may include established management systems, standards, legislation, budget parameters and equipment. Problem resolution is a feature of this role and will require conceptualisation, development of ideas and detailed analysis, and the role is required to use their knowledge and experience to apply sound judgment.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Ability to prepare formal documentation to a high standard for submission to Stakeholders, Funding Bodies, Senior Management and Executive Management. • Strong financial analytical skills with experience in management accounting, budgeting and forecasting. • Technical expertise including advanced Microsoft Excel and Power BI skills and ability to use complex formulas. • Ability to follow methodologies and project management frameworks, and support enterprise-wide business processes. Coaching and working closely with others is a key competency.
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 is key.</p> <p>The ability to establish positive working relationships with other staff at varying levels of the business is critical. Coaching and working closely with others is also a key competency.</p>
Leadership level	<ul style="list-style-type: none"> • Lead self: Core skills demonstrating initiative, collaboration and communication.
Qualifications and experience	<p>Minimum of two years' experience in a similar partnering role with strong working knowledge and experience in financial management together with qualifications acquired through:</p> <ul style="list-style-type: none"> • A tertiary degree in Accounting or equivalent. • CPA or CA qualification or equivalent experience preferred.

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

- Strong analytical and problem-solving skills with the ability to analyse financial data.
- Proficiency using accounting software, MS Excel and Power BI.
- A 'can do' approach that is customer focussed and results oriented together with existing practices to stay current with regulations and accounting standards.
- Effective business partnering skills with the ability to build strong relationships and influence decision making.
- 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.
- 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.

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