

BAS COMMERCIAL FINANCE BUSINESS PARTNER

Group:	Financial Services
Department:	Commercial Finance
Job Family:	Corporate Services
Classification:	Band 9
Approved By:	Jenny Grapsas, Chief Financial Officer
Date:	February 2019
Purpose:	The BAS Commercial Finance Business Partner acts as the primary finance manager for the BAS business, providing day to day financial and commercial management services to the BAS business, the BAS Leadership Team and the BAS Board. The role also acts a vital connection point into the performance of BAS as a subsidiary in the Barwon Water Group and reporting of its performance to the Barwon Water Board.

Organisation Context

Recognising the challenges of climate change, population growth, rapid technological advancement and economic transition, we are shifting our mindset from water utility to being a leader of the region's prosperity.

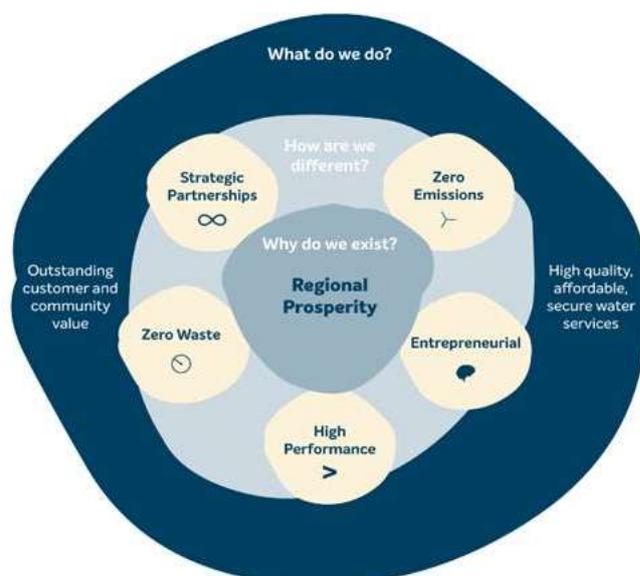
Our vision for regional prosperity not only encompasses economic, social, and environmental elements, but also recreational and cultural elements, including enhancing Aboriginal values.

Financial Services Group

The purpose of the Financial Services group is to ensure that the financial performance of the Barwon Water group is sustainable and commercially focused so that the services we provide to our customers and community are safe, affordable and reliable.

Commercial Finance Department

The team is responsible for providing consulting and advisory financial support and insights to the Barwon Water group, working with the Senior Leadership Team and their teams to deliver value added financial analysis that supports their decision making and successfully achieves commercial and sustainable financial outcomes.



Organisational Relationships

Reports to: Manager Commercial Finance (dotted line to the BAS Business Manager)

Directly Supervises: The role will be supported by a virtual team of finance professionals from Barwon Water as part of a shared services' arrangement with BAS

Accountabilities

Lead the Development of the BAS Corporate Plan and the associated governance frameworks to monitor on-going performance

- Lead the co-ordination and preparation of BAS' Corporate Plan, its associated financial plan, ensuring that it effectively aligns with BAS' strategic objectives & priorities
- Lead the preparation of relevant communications and presentations of the Corporate Plan and the financial plan, throughout BAS, the BAS Board and for the Barwon Water Board
- Develop appropriate strategic and operational business drivers that will be used throughout BAS and relied upon by the BAS Executive and the BAS Board in measuring the on-going performance of BAS
- Lead the development of an appropriate funding model in order for BAS to effectively fund its growth activities and for it to generate sufficient operating cash flow
- Ensure that the BAS Corporate Plan and its financial plans are correctly reflected and presented in the Barwon Water Group Corporate Plan
- Develop and implement an operating governance framework for the BAS business to monitor, critically assess and report on its performance in delivering its Corporate Plan

Lead the preparation of budgets throughout BAS and provide effective, reliable and timely financial outlooks and forecasts

- Prepare and present financial budgets for all areas, applying driver based data and assumptions, opportunities and risks
- Lead the development of a business improvement program in concert with the BAS Executive team that will enable BAS to achieve its financial commitments and its Customer Affordability Pipeline (CAP) targets
- Ensure that financial budgets and associated targets and business drivers continue to be aligned to the areas that have day to day responsibility to deliver
- Applying drivers, data, trends and analytics, provide regular performance outlooks and quarterly financial forecasts
- Develop tailored measures and performance indicators that will provide an early view of future financial performance

^ Covering revenue, operating expenditure, capital expenditure, operating cash flow. Management of the Balance Sheet (where applicable)

Deliver timely and accurate reporting on financial performance[^] to the BAS

Executive, the BAS Board, the Barwon Water Board and key external stakeholders

- Establish and formalise service arrangements with the Barwon Water Financial Services' Leadership Team to deliver timely and accurate monthly reporting of the financial position of BAS to the BAS Executive team and the BAS Board

- Tailor financial reporting for BAS that informs the performance and profitability of revenue streams and associated margins
- Ensure that cash flow and funding is continuously monitored and that cash operating levels are adequate
- Develop and operationalise the BAS quarterly performance review process, as approved by the BAS Board
- Provide commercial insights and advice on the financial performance of BAS, with a strong emphasis on future performance
- Lead the further development and implementation of the BAS Balanced Scorecard
- Working with the Barwon Water Financial Services' team, prepare annual financial statements for BAS for inclusion in consolidation
- Working with the Barwon Water Financial Services' team, facilitate the completion of annual external audit for BAS
- Prepare papers, presentations and verbal updates to the BAS Executive Team, the BAS Board and the Barwon Water Board and external stakeholders (as required)

^ Covering revenue, operating expenditure, capital expenditure, operating cash flow. Management of the Balance Sheet (where applicable)

As the business partner, you will work with the BAS leadership team to identify opportunities for BAS to grow its revenue base and to optimise profitability and cash flow

- Assist in the preparation of financial business cases and/or pricing models which will be required to support the growth of BAS (strategic projects and initiatives) and for on-going funding requests
- In consultation with the leadership team, undertake deep dive reviews on specific areas of BAS performance requiring attention
- Identify further areas of opportunity to improve operational performance supported by robust financial modelling, analysis and key performance indicators to monitor performance
- Provide the necessary level of training, communication and advise to assist in improving the level of financial acumen across BAS
- Prepare relevant materials and presentations to management, Executive Leadership Team and the BAS Board (as required)

Health, Safety & Wellbeing

Barwon Water is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health & Safety Act 2004 and all regulations, codes of practice and organisation policies and procedures. In addition, employees are expected to:

- Promote and demonstrate Barwon Water's high standards in relation to health, safety, environment and quality, championing a culture of safety in the workplace.
- Report unsafe work practices, incidents, hazards and near misses, and unacceptable workplace behaviours.

Competencies

Growth & Resilience	Brings a growth mindset and personal resilience.
Action & Accountability	Drives outcomes with purpose, ambition, accountability and action.
Business Acumen	Delivers with commercial and organisational nous.
Collaboration	Collaborates effectively across the business, organisational boundaries, with customers and established partners.
Communication	Engages and communicates with clarity, vision, purpose and impact.
Innovation & Continuous Improvement	Actively drives continuous improvement and innovation.
Strategic Focus	Sees ahead to future possibilities and translates them into breakthrough strategies.

Performance Level

Authority & Accountability	The BAS Commercial Finance Business Partner has a clear understanding of, and is accountable for the operational and strategic objectives of the department. The position provides professional advice to the BAS Business Manager and leadership team, Manager Commercial Finance, and the Chief Financial Officer regarding projects and outcomes which support and drive sound commercial and financial decision making. The position has a significant influence over the outcomes of BAS' profitable revenue growth and sustainable margins.
Judgement & Problem Solving	The BAS Commercial Finance Business Partner has a high level of independence in problem solving or setting strategic plans across the BAS business operations to deliver sustainable financial performance.
Specialist Knowledge & Skills	The position requires expert knowledge and skills in the area of Financial Services in order to support the BAS business group. The role further requires an officer highly skilled and adept at creative and innovative thought process to address and resolve issues.
Management Skills	The BAS Commercial Finance Business Partner may direct other members of the Business Partnering team, BAS or the Financial Services group in the planning, implementation and review of policy and work tasks, as well as participating as a key member of the Commercial Business Partnering team.
Interpersonal Skills	The position requires the BAS Commercial Finance Business Partner to have the ability to lead, motivate, persuade, convince and negotiate with other employees, management, or other organisation's representatives in pursuit of achieving objectives. The officer will have highly developed communication skills, adept at providing key advice to Management.

Qualifications & Experience

Extensive relevant and practical knowledge in a commercial finance business partner role or similar combined with suitable qualifications including:

- Degree and/or Masters in business, commerce or economics;
- Post graduate accounting of commerce qualification (MBA/CA/CPA qualification)

Success Profile

- Extensive understanding and application of financial and management accounting concepts.
- Demonstrated ability to provide financial guidance and support to stakeholders, driving financial accountability in the business including the identification and delivery of business and financial performance improvement initiatives (revenue, costs and cash).
- Significant experience in the preparation of financial and management reporting that informs business performance (current and future)
- Significant experience in preparing and presenting papers to management, Boards and external stakeholders.
- Significant experience in highly regulated industry and/or public sector.
- Solutions orientated approach to supporting teams. Skilled in the development and review of business cases and/or pricing models, adopting a commercial and practical approach.
- Exceptional analytical skills, an inquisitive and inquiring mind, with a proven ability to aggregate and interpret data and information from a variety of sources and to constructively challenge the status quo as required.
- Collaborative team member who works extremely well in dedicated and matrix team environments.
- Excellent communication, stakeholder engagement and influencing skills, committed to customer service and business partnering.
- Highly proficient in the use of Microsoft Office programs (Outlook, Word and PowerPoint). Advanced skills in Excel.

Equal Opportunity

Barwon Water offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

Signatures

Manager Name (print)

Manager signature

Date

Employee Name (print)

Employee signature

Date

We understand that life balance is an important part of our employees' lives. Barwon Water offers a wide range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, hobbies and life/career aspirations. We provide various options such as flexible start and finishing times, working part time, job sharing, working from home and paid leave provisions that can be negotiated to help balance your personal commitments with the demands of the role.