

POSITION DESCRIPTION

Position Title:	Finance Business Partner
Cluster / Business Unit / Division	Chief Operating Officer Group (COOG)
Section or Unit:	Finance
Classification:	Band 7
Job Family:	Accounting & Finance
Position Description Number:	PD-2328
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The Finance Business Partner (FBP) serves as a trusted advisor to client Group Executive/s, Senior management and ANSTO client groups, providing management accounting and reporting services, financial planning and budgeting support, financial insights, analysis, and recommendations to improve business performance. The FBP works closely with stakeholders to provide accurate and timely financial information, support decision-making processes, and ensure compliance with financial regulations and policies.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. ANSTOs work improves human health, saves lives, builds our industries, and protects the environment.

The Chief Operating Officer Group brings together several Corporate Services Functions from across ANSTO, creating greater synergies across operational areas of our organisation, and more streamlined interfaces with the Department of Industry, Science and Resources and other Federal agencies.

- Finance and Operational Services
- Corporate Affairs
- Legal Services
- People, Performance and Capability
- Regulatory and Safety Assurance
- Enterprise Program Management Office

The FBP operates within the Finance function of ANSTO. The Finance function plays a critical role in managing the financial resources of ANSTO, including governance, budgeting, forecasting, financial reporting, analysis, and advisory support. The FBP is part of the Finance Business Partnering team, who act as trusted financial advisors and stewards, supporting leaders to access, interpret, and gain insight to drive ANSTOs sustainability and growth.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

BUSINESS PARTNERSHIP

- Serve as a trusted advisor to client group/s, providing financial insights, analysis, and recommendations to drive business performance and financial sustainability.
- Promote compliance with accounting standards, policies, and procedures, and maintain a strong control environment.

- Support periodic financial accounting, reporting, and forecasting, providing meaningful commentary on financial P&Ls and forecast variances within KPI deadlines.
- Partner with the Integrated Business Planning (IBP) team to ensure forecasts provided are accurate and meet organisational objectives.
- Review and analyse financial data, periodic reports, performance indicators and trends to provide insights and recommendations for improving financial performance and efficiency.
- Support the budget and planning process by working with the client group to prepare strategically aligned OPEX 24-month forecasts.
- Provide support and advisory to the Capital Accountant and Project Accountants in capital forecasting, budgeting, and analysis tasks across the EPMO portfolio, as required. This includes but is not restricted to review of business cases, scenario planning, budget controls, financial closure of projects.
- Drive Financial performance measurement and reporting initiatives, establishing key performance indicators (KPIs) and monitoring financial performance against targets across the team.

PEOPLE AND LEADERSHIP

- Lead the provision to business units of relevant financial advice and FP&A support.
- Provide mentorship, and provide constructive feedback and career development support where required.
- Support team members to prioritise and simplify service delivery, in collaboration with business stakeholders.

TEAMWORK AND CONTINUOUS IMPROVEMENT

- Motivate, coach, manage, support and influence cost centre and profit centre staff across ANSTO to improve financial literacy and forecast accuracy.
- Contribute to a culture of collaboration, learning and continuous improvement within Finance by contributing ideas, sharing knowledge, and providing support to colleagues.
- Document and continually improve business processes and internal controls, particularly those relating to Finance.
- Undertake additional duties as required and provide support during the absence of other finance staff.

Finance Professional Competencies

- **Business/Commercial Acumen:** Develop a deep understanding of ANSTO, its business units, its strategy, growth, and sustainability drivers.
- **Digital and Data Fluency:** Acts as a digital coach to enable self-serve of financial data and business forecasts, and supports data driven decision making.
- **Client Centricity:** Identify stakeholder needs and articulate and advocate solutions to complex problems and investment decisions across multiple stakeholders.
- **ANSTO Connected:** Coach to achieve the best outcomes for ANSTO rather than business unit priorities.
- **Change Agility:** Collaborate with others to understand change drivers, collaborate, and deliver continuous improvements to process, system, and capabilities.
- **Systems:** As required run month end and year end process and maintain master data.

Decision Making

- The Finance Business Partner works within a framework of legislation, policies, professional standards, and resource parameters. Within this framework the Finance Business Partner has some independence in determining how to achieve objectives of the team, including deciding on methods and approaches, operations, project planning and allocation of resources.
- The position is fully accountable for the accuracy, integrity, and quality of the content of advice provided and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.

- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the Finance strategy and Finance objectives provide the context for the position.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Keeping abreast of recent developments in the field, ensuring continual improvement and implementation of best practice.
- Ensuring accurate financial reporting and compliance with government regulations and policies.
- Balancing the financial needs of multiple departments and business units within ANSTO.
- Providing timely and insightful financial analysis and recommendations in a fast-paced environment.
- Managing competing priorities and deadlines while maintaining a high level of accuracy and attention to detail.

KEY RELATIONSHIPS

Who	Purpose
Internal	
CFO/Deputy CFO/Finance Manager – FPAs	• Receive guidance and direction. • Provide expert, authoritative and evidence-based advice. • Negotiate and report on budgets and resources consistent with strategic plans and goals. • Recommend and gain endorsement for plans and goals and other initiatives.
Reporting and Analytics Team	• Collaborate and cross skill to drive reporting and forecasting automation.
Finance Business Partnering Team	• Provide expert advice and analysis on a full range of matters. • Contribute to group decision making processes, planning and goals. • Collaborate and share accountability. • Negotiate and resolve conflicts.
Financial Advisors	• Provide leadership, guidance, and support. • .
Group Executive/s and Senior Leadership Team	• Serve as a trusted advisor and assist with achieving sustainable budgets & forecasts
Stakeholder/Client/Cost Centre Managers	• Collaborate on financial strategies, provide financial insights, and support decision-making processes.
HR Business Partners and IBP teams	• Engage and collaborate on FTE matters
EPMO and client Project Teams	• Collaborate during creation and closure of AUCs. • Determine the OPEX/CAPEX split of projects
External	
External Auditors	• Establish and manage effective relationships and maintain ongoing productive working relationships with all stakeholders. • Provide the auditor with any information, explanation or assistance required for the purpose of the audit or review.

POSITION DIMENSIONS

Staff Data

Reporting Line	Manager – FP&A
Direct Reports	Nil
Indirect Reports	Nil

Special / Physical Requirements

Location:	Lucas Heights / Camperdown / Clayton Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public Speaking
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

Workplace Health & Safety

Specific role/s as specified in <u>AP- 2362</u> of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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ORGANISATIONAL CHART

On file.

KNOWLEDGE, SKILLS, AND EXPERIENCE

1. Bachelor's degree in Finance, Accounting, Business, Commerce or a related field or an equivalent level tertiary qualification coupled with extensive experience in finance, accounting, or a similar discipline. CA/CPA qualification.
2. Significant experience to deliver high-quality financial analysis, reporting, and strategic insights.
3. Extensive experience conducting financial analysis and preparing reports to support decision-making processes.
4. Proven track record in budgeting and forecasting, including monitoring variances and implementing corrective actions.
5. Hands-on experience with financial systems and tools, including proficiency in SAP, ANAPLAN (or other major forecasting tool), and advanced Microsoft Excel functions.
6. Demonstrated ability to ensure compliance with financial regulations, policies, and internal controls.
7. Excellent communication and interpersonal skills to effectively convey financial information and build relationships with stakeholders from Executive to Cost Centre manager levels.
8. Strong analytical and critical thinking abilities for financial analysis and problem-solving.
9. Attention to detail and accuracy in handling financial data and preparing reports.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Linnet D'Sylva	Name:	Emily Hodgson
Title:	Manager – FP&A	Title:	Chief Financial Officer
Signature:		Signature:	
Date:		Date:	