
FINANCE BUSINESS PARTNER

JUNE 2024



POSITION SUMMARY

Location:	Parkville		
Functional area:	Finance		
Classification/ Salary:	\$119,000 - \$129,000 base salary commensurate with skills and experience + 17% super + access to \$15,900 NFP salary packaging *Please note this position will be employed by the University of Melbourne and seconded to Orygen		
Job level:	4		
Reports to:	Head of Financial Planning and Analysis		
Employment type:	Full time		
Employment length:	Ongoing, subject to funding		
Direct reports	-	Indirect reports	-

POSITION PURPOSE STATEMENT

The Finance Business Partner (FBP) will lead and manage the grants and contracts for the Centre Youth Mental Health (CYMH) that straddles both the University of Melbourne (UoM) and Orygen, partner with a range of stakeholders and manage all the related project costing, forecasting and budgeting.

Reporting to the Head of Financial Planning and Analysis this role will work closely with the broader Finance team to deliver the financial strategy and performance of the organisation, providing valuable insights to guide decision-making and support business growth.

About Finance

The Finance Team at Orygen currently provides services and support for circa 400 staff across six locations. The team ensures that the organisation runs efficiently and meets its financial obligations in a timely manner. Work areas include Accounts Payable & Receivable, Budgeting, Payroll, Compliance and Reporting.

POSITION FOCUS

	Key responsibility area	Percentage
1	Grants and Contract Management	30%
2	Business Partnering & Stakeholder relationship	35%
3	Project Costing, Forecasting and Budgeting	35%

POSITION KEY RESPONSIBILITY AREAS

1. Grants and Contracts

As the CYMH Agreement Administrator, the FBP will conduct below activities;

- Proactively manage a portfolio of complex and diverse grants and contracts, providing post-award administration and acting as a single point of contact for Chief Investigators (CI's) and project managers through the life of the award. This will include preparing, monitoring and updating budgets, interim and final cost claims, expenditure reports and, ensuring all reports and claims are submitted by partners on time, helping where required and distributing payments to partners
- Manage queries from Research Chief Investigators and Program Managers within 1-2 working days, resolving complex financial queries.
- Work with CI's and researchers to troubleshoot any issues or problems that arise in the management of research grants, including early identification of potential overspends and offering options to effectively manage this.
- Ensuring the Higher Education Research Data Collection (HERDC) is maximised when providing advice including ability to fulfil HERDC validation requirements.
- Regularly review HERDC systems/reports to ensure data integrity and liaise with key stakeholders in finalising the submission of annual returns.
- Prepare funder reports and review project acquittals.
- Ensure compliance for the organisation across Orygen and the UoM-CYMH policy, process and systems. Review and evaluate budget in applications for compliance with sponsor terms and conditions and internal policies on cash flow, indirect costs, infrastructure charges, foreign currency, unit cost rates, usage of consultants, etc.
- Data maintenance in Orygen systems such as Magiq and develop systems for tracking and reporting.
- Establish the signed contract and all other associated Multi Institutional Agreements (MIAs) and collaborator contract paperwork including Multi-year Purchase Order (MYPO) creation and release. Coordinate and action deliverables in both UoM and Orygen finance systems.
- In conjunction with the Financial Accounting team, provide support during external and internal audits to ensure all objectives are met.
- Provide costing for per-awards, project budget and upskill research team to use costing tools and comply with UoM and Orygen finance framework and policies.
- Manage and ensure reconciliations of international grants to budgets and forecasts, including Orygen mirror projects and monthly reconciliation of available funding (actuals, budgets, forecasts)
- Process subaward claims and shared grants in a timely and efficient manner in both UoM and Orygen systems.

2. Business Partnering

- Provide professional, business-focussed business partner services to designated groups including assisting Head of FPA.

- Assist the Head of FPA with consolidating research function financials across CYMH and Orygen.
- Assist with reconciling CYMH Operating such as HERDC/RBG Income, teaching income and salary recoveries accounts.
- Work closely across all levels of management within designated groups to provide budget/forecast development & tracking, management reporting & analysis, and commercial financial advice.
- Identify issues and challenges and develop initiatives, process improvements and solutions to support meeting these.
- Establish, maintain and grow connections across the central support teams, in particular, Business Partners, Accounts Receivable, Accounts Payable, PAFs, to solidify effective and efficient ways of working and deliver quality outcomes.
- Build and maintain strong relationships to gather information and track pipeline income and unfunded initiatives.

3. Project Costing, Forecasting and Budgeting

- Manage ongoing updates to confirm and maintain project budget/forecast for costing requests/journal reallocations and position management variations.
- Ensure the complexity of UoM Fellowship costing rules and Orygen COA rules are adhered to.
- Continuously review and improve costing and forecasting processes and systems to enhance accuracy and efficiency.

EDUCATION / QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • Relevant tertiary degree in accounting/finance with CA/CPA qualifications
Desirable	<ul style="list-style-type: none"> • Experience in research accounting or higher education institute settings.

EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> • Experience managing grants and contracts in Not for Profit, Clinical and/or Higher Education settings. • Extensive experience using analytical tools including Microsoft Excel, data warehouses, Power BI or similar. • Proven experience in influencing senior leaders with a proactive and collaborative approach. • Extensive experience in the use of accounting systems (e.g., D365 Business Central, Oracle, Workday) • Experience in forecasting, budget preparation, reporting and analysis of actual expenditure. • Demonstrated ability to manage & improve complex workflows. • Demonstrated ability to produce accurate reconciliations and financial reports. • Competency in analysing financial data and communicating financial information. • Ability to convey financial information to non-financial stakeholders. • Extensive experience working in a business partnering capacity to deliver and outstanding user experience for clients. • High level influencing and negotiating skills to steer decisions and actions to achieve a desired outcome. • Sound judgement and capability to balance risk and commercial outcomes.
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	<ul style="list-style-type: none"> • Ability to adapt, be open to new ideas, accept changes in priorities, recognise the merits of different options and change direction quickly. • Excellent organisational and coordination skills including the ability to prioritise workload and meet deadlines in a dynamic and fast-paced environment.
Personal attributes	<ul style="list-style-type: none"> • A pro-active client service approach and demonstrated ability to maintain excellent client relations. • Demonstrate initiative and undertake tasks independently. • Excellent interpersonal and communication skills both written and verbal. • Highly organised, demonstrates initiative and outcome focused. • Flexible and adaptable to changing work requirements. • Strong attention to detail. • Excellent organisational skills with the ability to prioritise tasks whilst maintaining high levels of accuracy. • Be a strong team player with the flexibility to step up and provide support where needed.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Finance Team • Financial Accounting Team • Research Chief Investigators (CI) and Program Managers (PM) • Internal support functions e.g. People & Culture
External	<ul style="list-style-type: none"> • Suppliers and vendors. • University of Melbourne staff. • Sub awardees.

SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> • Unrestricted right to live and work in Australia. • A current National Police Check will be required. • Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check. • Successful applicants will be required to provide proof of COVID-19 vaccination prior to commencement. • You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne. • A current Victorian driver's licence (desirable) • In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required. • Occasional out of hours, evening and/or weekend work may be required.

SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

<p>Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.</p> <p>In addition, employees are expected to:</p> <ul style="list-style-type: none"> • Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace. • Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.
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- Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.
- Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	[insert name]
Signature	[insert signature]
Date	[insert date]