

Position Description

Position Title:	Finance Business Partner – Manager
Business Area:	Corporate
Employment Status:	Fixed Term, Full Time
Location:	Brisbane
Contact:	Financial Controller/Head of Finance Operations

The Cross River Rail Project:

Cross River Rail is a new 10.2 kilometre rail line running from Dutton Park to Bowen Hills, which includes 5.9 kilometres of twin tunnels under the Brisbane River and CBD.

It will deliver four new underground stations at Boggo Road, Woolloongabba, Albert Street and Roma Street and upgrades to Dutton Park and Exhibition stations.

Cross River Rail will unlock the bottleneck at the core of the South East Queensland rail network, allowing more trains to run more often and integrating with new roads and bus services to enable a turn-up-and-go transport system for the whole region.

It is a critical public transport infrastructure project which will improve our quality of life, help our economy keep growing, generate thousands of jobs, and activate urban development.

Precincts around the new high-capacity stations will be significantly revitalised, helping Brisbane to evolve as a world-class city.

The Project is already in delivery with an extensive program of early works well progressed.

Tunnelling construction is targeted for completion by 2024, after which a detailed commissioning and testing program will begin.

For further information visit our website at www.crossriversrail.qld.gov.au

Role Overview:

The purpose of the position is to manage and coordinate CRRDA's team of Finance Business Partners and internal/management reporting whilst partnering with the Business to provide strategic and operational financial, cost management and accounting support.

The position reports to the Head of Finance Operations (HoFO) and is supported by the Finance Business Partner (FBP) team consisting of 4 FBPs and a Senior Business Analyst.

This role contributes to the financial performance of the Delivery Authority by working in partnership with managers in the relevant Business Area's; the Finance, Procurement and Project Controls teams; the Program delivery teams and external stakeholders where required.

Key Responsibilities:

- Provide strategic and operational analysis and advice for the HoFO, CFO and the Executive Leadership Team with respect to the CRRDA's financial and cost management matters including

making recommendations regarding the resolution of financial issues that impact organisational performance.

- Manage the delivery of high-quality finance business partner services including internal and management reporting; overseeing and reviewing the month end management accounting, budgeting and forecasting processes; implementation of the CRRDA Cost Management Plan; and management of the Cost Management System.
- Manage and prepare the regular and ad hoc internal financial reporting requirements of CRRDA including preparation of monthly management and cost reports and supporting materials, quarterly review packs, and midyear and annual budget processes
- Manage, train, develop and mentor the Finance Business Partner team including reviewing and authorising work performed by direct and indirect reports.
- Provide reporting inputs including cashflow, cost performance, trend and variance analysis into monthly Project and Program Reviews, Quarterly portfolio Reviews and financial reports.
- Manage cost inputs into organisational-wide risk and change management processes. Support project level variation processes including variations to major works contracts, consultant support packages and internal Cost Breakdown Structure changes.
- Professionally communicate, liaise and negotiate with CRRDA's key stakeholders.
- Work in partnership with the Finance Manager and Procurement Lead to provide a superior Finance and Procurement function and support the DA in the delivery of its objectives.
- Lead and manage the continuous improvement of the CRRDA financial reporting and cost management systems and processes to ensure that financial administration is undertaken in a cost effective and user-friendly manner.
- Develop a close partnership with Business Unit management/ Program Delivery teams to support the Business Unit/Projects to achieve their financial objectives and the financial aspects of other business objectives.
- Undertake various duties regarding financial delegations, compliance matters and general finance activities for the Delivery Authority as required.
- Assist the HoFO to respond to business requirements.
- Undertake other activities as directed by the Delivery Authority.

Key competencies

The successful candidate will be able to demonstrate the following key competencies:

- A minimum 7 years' experience in senior finance roles in a commercial, project or similar environment.
- Proven skills and experience in undertaking management accounting activities in a fast-paced environment.
- Strong organisational and time management skills with attention to detail and an ability to be operational outcomes focussed and meet strict project deadlines and reporting timelines.
- Strong conceptual, analytical and problem-solving skills, with expertise in Microsoft Excel and accounting and reporting systems.
- Build and maintain strong relationships with key customers and other relevant stakeholders in order to deliver high quality customer focused services and continually improve outcomes.
- Be self-driven and take the initiative to ensure the achievement of personal and team deliverables, targets and superior outcomes.

- Bachelor's degree in accounting or similar and completed CA/CPA qualifications.

How to apply:

Please provide the following information for the selection panel to assess your suitability for this role:

- A two page application on how your experience, abilities, and knowledge are relevant for the role, referring to the 'Key Competencies' section.
- Your current CV or resume, including the names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor.

Additional information

- Work outside of normal business hours, on weekends and public holidays may be required.
- A criminal history and/or integrity check may be initiated on the preferred applicant.
- Applications will remain current for a period of up to 12 months and may be considered for other vacancies which may include an alternative employment basis (temporary; full time or part time).
- To be appointed to a position, you must be: an Australian citizen, have permanent residency status or have a visa permitting you to work permanently in Australia. You are required to provide evidence in the form of a scanned copy of your passport, birth certificate or document from Immigration confirming your residency.
- All newly appointed employees to the Queensland public sector are obliged, within one month of starting duty, to make a disclosure of any employment as a lobbyist in the previous two years.
- The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment.
- Probationary periods apply to all new employees.
- Applications from recruitment agencies will not be accepted.
- The Delivery Authority requires personal information and documents relevant to your employment. The collection and handling of this information will be consistent with the requirements of relevant privacy legislation.
- All employees are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the Delivery Authority.
- Employees are required to acknowledge they understand and abide by their obligations under the Delivery Authority Code of Conduct and agree to align their professional conduct to these obligations.
- The Delivery Authority abides by the Queensland Employment Standards outlined in the *Industrial Relations Act 2016*.