

Role Description

Finance Business Partner



Cluster	Creative Industries, Tourism, Hospitality and Sport
Agency	Australian Museum
Division/Branch/unit	Finance
Role Number	50072342
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	221111
PCAT Code	1223292
Date of Approval	May 2025
Agency Website	https://australian.museum/

Agency Overview

Australian Museum (AM) is located on the land of the Gadigal people. The AM acknowledges and pays respect to the Gadigal people as the custodians of the land, sky and waterways, paying respect to Elders past and present.

The Australian Museum (AM) operating within the NSW Department of Creative Industries, Tourism, Hospitality and Sport cluster, is the first museum in Australia and was founded in 1827. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 22 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite.

The AM mission is: *To ignite wonder, inspire debate and drive change.*

The AM vision is: *To be a leading voice for the richness of life, the Earth and culture in Australia and the Pacific. We commit to transform the conversation around climate change, the environment and wildlife conservation; be a strong advocate for First Nations' culture; and continue to develop world-leading science, collections, exhibitions and education programs.*

For more information, visit the [website](#).

The AM supports a diverse workforce and promotes applications from all ages and genders, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTQIA+ community, veterans, refugees and people with disabilities.

Primary purpose of the role

The Finance Business Partner is responsible for working with their allocated Division(s) to understand the business drivers to then support the Division achieve its targets within the allocated budget.

The role is the key driver in developing financial plans, annual budgets, quarterly forecasts and management accounting activities, including report compilation and variance analysis.

Key Accountabilities

- Provide strategic and commercial financial advice to support sound decision making to enable the Division to achieve its targets/objectives within its allocated budget/forecast.

- Liaise regularly with the Division(s) to develop a high-level overview of financial and business performance across revenue, capital and operating expenditure to enhance understanding and identify trends and resolve issues.
- Collaborate with key stakeholders to coordinate and prepare the Museum's annual and multiyear budgets. Articulate assumptions, trends, and actuals into meaningful insights to help establish appropriate targets. Consolidate measures and forecasts across the business to inform planning activities and ensure accurate projections.
- Attend management meetings and present comprehensive financial performance and analysis on a regular basis with Divisional leaders to identify, highlight and mitigate variances, budget risks and provide ad hoc reports as required to ensure leaders are well informed and understand their financial performance.
- Act as a single point of contact for the allocated Division(s) to provide advice, support and governance across financial processes, acting as a conduit between the Division and the Financial team, ensuring effective communication and alignment of finance processes, strategies and goals.
- Prepare detailed analysis to support annual and quarterly forecasts including labour. Flexibility to create new resource plans based on business behaviour and changes. Ability to forecast (short & long-term) business demand & FTE requirements and strong understanding of different forecasting methodologies.
- Supports the Manager Planning & Management Reporting in the ongoing development, implementation, system performance and quality assurance of the financial management systems and processes used within functional areas, including the design and development of reports.

Key challenges

- Preparing Treasury submissions (New Policy Proposals, Parameter and Technical Adjustments and Carry Forward requests) that are clear, concise and comply with Treasury requests.
- Developing and capitalising on an effective partnership model for interacting with business unit managers to ensure them to effectively analyse financial performance, identify issues and develop strategies to improve financial performance and management, deliver on its targets and remain within its allocated budget.
- Working with line managers on the development of a range of projects to provide sound financial analysis and robust evidence while identifying innovation funding models to stretch limited resources.

Key relationships

Who	Why
Internal	
CFO and Manager Planning & Management Reporting	Contribute to and receive information on the AM's finances and financial strategy. Receive guidance, exchange information and provide advice.
Executive Leadership Team (ELT)	Provide quality financial advice. Collaborate with ELT members to prepare budgets and forecasts and interpret financial results. Support ELT member(s) with respect to their financial information, submissions, and business cases.
Divisional stakeholders	Build collaborative working relationships Provide financial advice, assistance and support to Divisional leaders Keep up to date with developments and changes in the Division(s) Promote and engender commitment to the budget and financial performance reporting processes
Finance Business Partners and Finance Analysts	Exchange information; provide assistance and support Work in a collegiate manner and resolve issues Provide advice and guidance

Who	Why
People & Culture	Collaborate with to ensure salaries are calculated correctly for budget setting and forecasting purposes
External	
CFO and Manager Planning & Management Reporting	Contribute to and receive information on the AM's finances and financial strategy. Receive guidance, exchange information and provide advice.
DCJ Shared Services Team	Provide guidance and support to teams across their finance and reporting activities
NSW Treasury	Provide information and advice, consultant and collaborate on specific projects and receive feedback.
Outsourced internal auditors and Audit Office	Exchange information and respond to requests

Role dimensions

Decision making

This role has autonomy and makes decisions that are under their direct control. It refers to a manager decision that require significant change to program outcomes or timeframes or are likely to escalate or require submission to a higher level of management. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.

- Determines day to day priorities, within the context of the overall business plan, project timetables and guidelines.
- Recommends changes to the financial reporting in collaboration with the Manager Planning & Management Reporting.
- Fully accountable for advice provided in relation to budgets, forecasts and financial reporting, ensuring all practices comply with the NSW Treasury standards and statutory requirements and the accuracy of information.
- Decisions which are referred to the Manager Planning & Management Reporting include matters that may have a significant impact on AM's financial performance and reporting.

Reporting line

Manager Planning & Management Reporting

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Demonstrated knowledge of SAP and reporting tools (Calumo/Cognos/TM1).
- Demonstrated experience in finance business partner role within an NSW Government entity
- Demonstrated experience in management reporting, budgeting & forecasting, and business partnering to executive management.
- Advanced level skills in Microsoft Excel
- Strong analytical skills and intellectual curiosity.
- Strong stakeholder engagement skills.
- Ability to work collaboratively in a team environment.

Essential requirements

- Tertiary qualifications in Finance, Commerce, Business, or related field.

- Membership of a recognised Australian/International professional accounting body.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.


The capabilities are separated into **focus capabilities** and **complementary capabilities**.

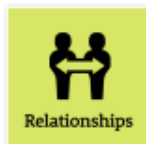
Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> • Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations 	Adept
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so 	Intermediate

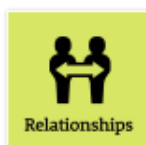


Commit to Customer Service

Provide customer-focused services in line with public sector and organisational objectives

- Focus on providing a positive customer experience
- Support a customer-focused culture in the organisation
- Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers
- Identify and respond quickly to customer needs
- Consider customer service requirements and develop solutions to meet needs
- Resolve complex customer issues and needs
- Cooperate across work areas to improve outcomes for customers

Intermediate

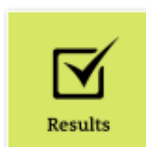


Work Collaboratively

Collaborate with others and value their contribution

- Encourage a culture that recognises the value of collaboration
- Build cooperation and overcome barriers to information sharing and communication across teams and units
- Share lessons learned across teams and units
- Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
- Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services

Adept



Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes
- Make sure staff understand expected goals and acknowledge staff success in achieving these
- Identify resource needs and ensure goals are achieved within set budgets and deadlines
- Use business data to evaluate outcomes and inform continuous improvement
- Identify priorities that need to change and ensure the allocation of resources meets new business needs
- Ensure that the financial implications of changed priorities are explicit and budgeted for

Adept

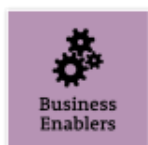


Plan and Prioritise

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work
- Initiate, prioritise, consult on and develop team and unit goals, strategies and plans
- Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses
- Ensure current work plans and activities support and are consistent with organisational change initiatives
- Evaluate outcomes and adjust future plans accordingly

Adept



Finance

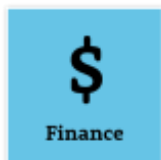
Understand and apply financial processes to achieve value for money and minimise financial risk

- Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures
- Understand the impacts of funding allocations on business planning and budgets
- Identify discrepancies or variances in financial and budget reports, and take corrective action
- Know when to seek specialist advice and support and establish the relevant relationships
- Make decisions and prepare business cases, paying due regard to financial considerations

Adept

Occupational Specific Focus Capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
-----------------------	-----------------	------------------------	-------



Finance Business Partnering

Partner with key stakeholders, and provide expert professional advice, coaching and consulting expertise to ensure the effective alignment of financial management strategies and organisational objectives






- Address financial transaction recording and reporting issues with business leaders and supervisors, to fully satisfy policy and procedural requirements
- Engage with managers to better appreciate business needs and to identify opportunities to streamline and enhance recording, analysis or reporting processes
- Provide feedback into the finance function on behalf of the business unit by monitoring and assessing the effectiveness and efficiency of financial and accounting processes
- Network with peers across other business units to identify changes or enhancements to financial systems or processes which might be adopted or leveraged to assist the business
- Work with managers in coaching and consulting discussions, to improve understanding and familiarity with budget preparation and forecasting systems, policies and processes





Level 2

Complementary capabilities


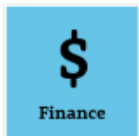
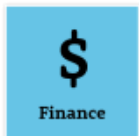
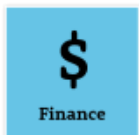
Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational

	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational

Occupational Specific Complimentary Capabilities

Capability group/sets	Capability name	Description	Level
	Financial Strategy, Governance and Risk Management	Establish effective and appropriate governance, assess the organisation's strategic financial position, and ensure effective investment and financing decisions	Level 1
	Financial Accounting and Statutory Reporting	Apply and comply with accounting standards, legislation and specific organisational policies, standards and protocols, and implement effective statutory and other external reporting requirements	Level 1
	Management Accounting	Provide high quality analysis and evaluation of financial and operational performance to inform management decisions, and to underpin effective budget formulation, forecasting and projections	Level 2
	Finance Operations and Systems	Ensure appropriateness and reliability of financial information systems, and effective governance, cash management and controls over transactional processes	Level 2