

# Infrastructure Finance Business Partner

**CLASSIFICATION:** Band 6

**OCCUPANT:** Vacant

**DATE:** July 2026

## POSITION CONTEXT & OBJECTIVE(S):

To provide financial business partnering to the Infrastructure division, deliver high quality, efficient and accurate management and financial accounting services and advice, including assisting with the preparation of statutory reporting where necessary.

As a key member of the Financial Services team, the Infrastructure Business Partner will:

- Partner with Infrastructure business units to provide accounting support and guidance.
- Provide accounting system support to the Financial Services team and wider organisation including technical support and guidance in relation to the organisation's finance system (Technology One).
- Preparation of specialist reports.
- Prepare monthly/quarterly general ledger reconciliations.
- Collaborate with the Asset Management team to deliver and support asset accounting services.
- Assist with the preparation of the Annual Financial statements and audit process, particularly in relation to infrastructure works and assets.
- Assist with the Annual Budget process and project financial planning.
- Provide accounting guidance and advice to other finance team members and Council officers
- Provide these services in an accurate and timely manner through the provision of excellent customer service whilst complying with organisational policies and procedures, accounting standards and legislative requirements.

## KEY RESPONSIBILITIES AND DUTIES:

### 1. General Finance

- Completion of allocated monthly general ledger balance sheet reconciliations.
- Preparation and posting of journals to the general ledger.
- Perform duties as a finance business partner to selected business units. These duties include:
  - Conducting month end financial reviews.
  - Providing business insights to the operational team.
  - Restructure of chart of accounts for new business structures as required.
  - Introducing best practice procedures and policies.
  - Training of business unit Managers to help improve their financial skills.
  - Follow up and resolve issues as required.

### 2. Systems Accounting

- Assist with the preparation, modification and maintenance of financial reporting systems and reports, as required.
- Assist with the end of year system rollover of Technology One.
- Assist in the administration of the core functions of the finance system and the integration of other relevant systems across Council business units.

### 3. Management Accounting

- Assist the Manager Financial Services and Coordinator Financial Services with the preparation of Council's Annual Budget process.
- Support business partners with the completion of their annual budgets and forecasts.
- Provide professional and technical advice to business partners on day-to-day financial management and reporting.
- Meet with business partners on a regular basis to evaluate actual performance against budget and review other reports in the monthly reporting pack.

### 4. Asset Accounting

- Collaborate with the Manager Financial Services and the Asset Management team to provide support with any asset accounting services including the capitalisation and revaluation of fixed assets, depreciation, disposals, write-offs and impairments.

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- Assist with general ledger reconciliations of asset related accounts.
- Assist with the completion of asset disclosure notes in the Annual Financial Report ensuring compliance with Australian Accounting Standards and legislative requirements.
- Assist with the implementation of asset accounting systems, policies and procedures.

## 5. Financial Accounting

- Assist the Manager Financial Services and Coordinator Financial Services with the preparation of Council's Annual Financial Statements.
- Completion of monthly/quarterly financial statements for various internal business units.
- Assist to prepare external audit documentation (interim and end of year) and answer various queries.

## 6. General

- Other duties as directed by the Manager Financial Services or the Coordinator Financial Services within the limits of the employee's skill base.
- Participate in staff training and development needs through the Staff Performance Management Program and annual training needs.
- Provide accounting guidance to finance team members and Council officers.

### KEY SELECTION CRITERIA:

#### Applicants should address the following in their applications:

1. Relevant degree in accounting or related discipline.
2. Sound knowledge of accounting principles and practices including Australian Accounting Standards particularly as they relate to accounting for Infrastructure, Property, Plant and Equipment. Knowledge of Australian tax legislation.
3. At least 3 years accounting experience, with a well-developed understanding of accounting in large organisations desirable.
4. Excellent communication skills.
5. Experience in the use of financial systems. Experience with large ERP systems, and asset accounting experience highly regarded.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

### GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

☒ YES

The incumbent must have and maintain a Working with Children Check:

☒ NO

### ORGANISATIONAL RELATIONSHIPS:

|                           |                                                                                                                                     |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reports to:</b>        | Coordinator Financial Services                                                                                                      |
| <b>Supervises:</b>        | Nil                                                                                                                                 |
| <b>Internal Contacts:</b> | All Council Staff                                                                                                                   |
| <b>External Contacts:</b> | Banks/Financial Institutions, Auditors, General Public, Government Agencies, Creditors, Debtors, Software Vendors and counterparts. |

### ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable and responsible for effective and efficient performance of all duties and key responsibilities listed above.
- The freedom to act is set by clear objectives and/or budgets within the scope of this role reporting directly into the position of Coordinator Financial Services.
- This position must comply with appropriate legislation, agreements, policies and procedures and relevant standards and is

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expected to provide input into the development of relevant policies and procedures.

- Ensure financial reporting is accurate, timely and prepared in accordance with Australian Accounting Standards and any other applicable legislation.
- Accountable for the provision of specialist advice and information in relation to key duties and responsibilities ensuring compliance with relevant policies, procedures, Australian Accounting Standards and other applicable legislation.
- Decisions and actions are usually subject to review by Council's senior officers.
- Maintain the integrity of financial records (transactions) in accordance with pre-determined procedures.
- Recommend improvements to accounting services and financial systems.
- Prepare returns in accordance with statutory and other reporting guidelines.

## JUDGEMENT AND DECISION MAKING:

- Able to make decisions within the area of responsibility including a demonstrated capacity to provide solutions to existing or new financial problems and client services issues, with guidance and advice usually available from the Manager Financial Services or the Coordinator Financial Services.
- Assist in the ongoing process of continuous improvement within the Financial Services business unit to ensure increased efficiency and service delivery to all users through the development and implementation of improved systems, procedures and processes.

## SPECIALIST KNOWLEDGE AND SKILLS:

- A well-developed understanding and working knowledge of Australian Accounting Standards, accounting principles and practices.
- Sound knowledge of Australian tax legislation, particularly Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).
- Sound knowledge of asset financial accounting particularly as it relates to small plant and equipment.
- A sound understanding of general ledger reconciliation principles and practices.
- A well-developed understanding of the business partnering function.
- A well-developed knowledge of budgeting principles and practices.
- Experience in the use of computer systems including financial systems, databases, internet applications, Excel and Word.
- Ability to problem solve by applying technical solutions to solve accounting issues and database problems.
- A demonstrated attention to detail and thoroughness in work processes.
- Commitment to achieve goals and deadlines.
- An understanding of the long-term goals of the Financial & Revenue Services business unit and of the wider organisation.

## MANAGEMENT SKILLS:

- Ability to manage time, set priorities, and plan and organise one's own workload to achieve specific and set objectives in the most efficient way possible with the resources available and within organisational deadlines.
- Ability to review, improve and implement processes.
- Show initiative and assist people with change in the workplace.
- To uphold integrity within teams and operational areas by actively managing fraud and corruption risks, ensuring compliance with policies, and fostering a culture of ethical conduct.

## INTERPERSONAL SKILLS:

- Well-developed interpersonal skills with the ability to discuss and resolve problems, motivate others and possess basic influencing and negotiation skills.
- Ability to work as a team member.
- Excellent verbal and written communication skills, including the ability to produce reports.
- Ability to gain cooperation and assistance from organisational wide customers, members of the public and other key stakeholders to discuss and resolve specialist matters.
- Ability to work cooperatively and effectively at all levels across the organisation.
- Commitment to customer service and operational efficiency.

## QUALIFICATIONS AND EXPERIENCE:

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- Relevant degree in accounting or related discipline.
- Demonstrated accounting experience in general ledger reconciliations, month end journals, financial reporting and budget preparation with analytical and problem solving skills.
- Highly desirable experience and familiarity with Technology One Enterprise Reporting Planning, and asset or project accounting.
- A current driver's licence

## Desirable

- Eligibility for membership of either CPA Australia or the Institute of Chartered Accountants in Australia.

## TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

## AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

|            |  |
|------------|--|
| Name:      |  |
| Signature: |  |
| Date:      |  |

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