



Position Description

Position Title	Finance Business Partner
Division / Team	Corporate Services / Business Performance and Development
Reports to	Senior Manager - Business Performance and Development
Agreement / Award	Victorian Stand-Alone Community Health Services (Health & Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement
Classification	Grade 4
EFT / Term	As per contract of employment
Work Location	As per contract of employment
Date Approved	November 2025

About Ballarat Community Health Ballarat Community Health (BCH) provides a wide range of community health and wellbeing services across Ballarat and Western Victoria. We are passionate about improving the health and wellbeing of the communities we support and addressing health and social inequality. We strive for safe, effective, connected, person centred quality services, and advocate to improve systems to bring about positive outcomes for the broader community. Our work is guided by our core values. These values inform how we work with each other, the partnerships we develop, as well as how we collaborate with and support our community. At BCH we believe our people are our greatest asset. We know that developing and retaining a skilled workforce is fundamental to our success. We are committed to nurturing an inclusive, capable and diverse workforce, and creating environments where our people thrive and excel.

Our Purpose Creating healthy communities through the provision of accessible, affordable and quality health and wellbeing services.

Our Leading Principles Address health inequity and inequality
 Improve the health and wellbeing of our community
 Have impact and be sustainable

Values	Respect Valuing other points of view and treating people with respect	Integrity Acting with sincerity and honesty	Courage Strength in the face of challenges
	Resilience The ability to be strong in adversity, and bounce back with renewed hope	Responsibility Being reliable and accountable to others	Optimism Focusing on potential and abilities

Diversity Statement Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural, and linguistic backgrounds, and financial status.

Position Summary The Finance Business Partner role undertakes the preparation and analysis of accurate, timely information to support the sustainability of the organisation.

The role works closely with the Senior Manager – Business Performance & Development and Program Managers to support budgeting, forecasting, operational performance and analysis along with acquittals for government funded program areas.

Principal Areas of Responsibility

- Work with Program Managers to review monthly financial results for existing grant-funded programs.
 - Work with Program Managers to track and analyse program performance requirements and KPI's.
 - Analyse financial and service performance variances in collaboration with Program Managers, and work together to model and implement corrective actions as required.
 - Assist with the preparation of the annual budget & forecasts, working closely with Program Managers to prepare individual program budgets.
 - Assist with the setting of benchmarks & targets for programs in collaboration with the Senior Manager – Business Performance & Development and Program Managers
 - Conduct financial modelling & analysis to ensure the ongoing sustainability of programs.
 - Track & complete financial acquittal requirements for programs.
 - Assist with the preparation and analysis of Finance & Audit Committee and Board papers.
 - Ensure internal & external reporting quality and accuracy.
 - Work collaboratively with key stakeholders to implement process improvement changes.
 - Participate in finance-related system implementations, improvements and issue resolutions
 - Work collaboratively with the Finance team to ensure both monthly and annual financial results are reported accurately and in line with reporting timelines
 - Other tasks as assigned by the Senior Manager – Business Performance & Development.
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Scope

- To follow leadership and management direction and seek advice on all matters outside usual scope of practice.
 - Practice in a manner consistent with the requirements of the relevant professional registration requirements and relevant registration board
 - Continuing education to keep abreast of changes
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Organisational Responsibilities

- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures
 - Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes
 - Establish and maintain cooperative working relationships with staff and always ensure alignment with the BCH values
 - Work within professional boundaries and relevant scope of practise at all times
 - Maintain relevant professional registration
 - Work cooperatively across the teams to provide a comprehensive coordinated health promotion service
 - Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field
 - Participate in compulsory BCH training programs
 - Ensure that client and staff confidentiality is respected and upheld at all times
 - Attend and actively participate in meetings as required
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- Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values
 - Participate in performance development plans and supervision
 - Participate in the organisation's continuous quality improvement programs and activities
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Qualification and Immunisation requirements

- Tertiary qualification in Accounting, Business, Commerce, Data/Computer Science, Economics, Statistics or related discipline.
 - CPA/CA or equivalent highly desirable.
 - Further qualifications in analytics, project management or business development are desirable.
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Key Selection Criteria**1. Experience:**

- Minimum 5 years' experience in a financial related role.
- Demonstrated experience with budgeting, forecasting & financial modelling.
- Developed reporting and analysis skills
- Experience in health, government or community sector desirable.

2. Interpersonal Skills:

- Ability to communicate financial and data insights to non-technical staff.
- Strong stakeholder engagement and relationship-building skills.

3. Written Communication:

- Strong written communication and report writing skills

4. Digital Capability:

- Strong Microsoft Office skills (especially Excel).
- Experience with BI tools (Power BI) preferred.
- Understanding of data systems, finance systems and reporting environments

5. Organisational Skills:

- Ability to prioritise workloads and conflicting tasks and manage deadlines
- Proven ability to use initiative to solve problems
- High attention to detail

6. Alignment with BCH values:

- Ability to align with the BCH values in all areas of work
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Conditions of Employment and other relevant information

- The successful applicant will be required to maintain a current driver's licence.
- BCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation.
- The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
- The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
- BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.

- Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.
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