

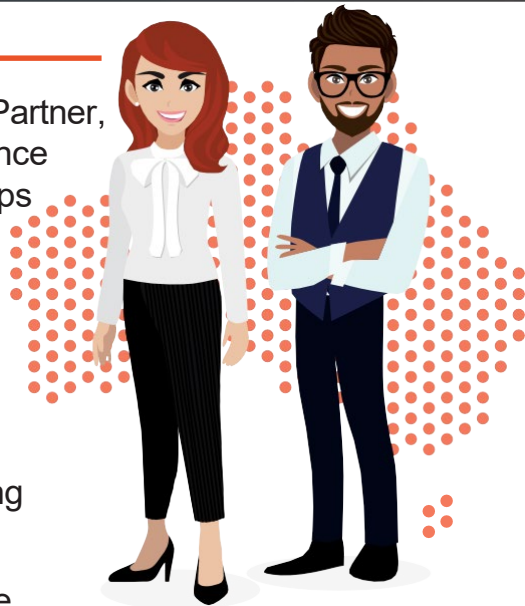


“As a Finance Business Partner, I represent Defence Finance Group (DFG) in the Groups and Services.

I advise and support senior leaders and managers on budget and financial matters.

I demonstrate the following behaviours:

- working together as one DFG team to provide clear and consistent advice to our clients;
- being a trusted DFG partner to the Groups and Services;
- providing financial advice to support decision-making and performance;
- making the complex simple in communicating with my clients;
- pursuing new and innovative approaches and opportunities to expand my Defence knowledge and networks; and
- collaborating across the organisation to support our clients in delivering their outcomes.”



My responsibilities

In my day-to-day activities I may:

1. Engage with stakeholders on budgets, delegations, funding, financial policies and financial commitments.
2. Support Groups and Services in managing within their allocated budgets, including aligning budgets with business activities and advice on managing budget pressures.
3. Monitor, interpret and analyse financial data.
4. Facilitate Group and Service input into the budget cycle including budgets, forecasts and phasings in IBRS.
5. Advise business areas on accounting classifications and treatments and seek technical advice from BFS Division.
6. Coordinate and quality assure reconciliations and responses for external reporting and audit requirements.
7. Provide input into departmental and Ministerial briefings, submissions and questions on notice.
8. Prepare accruals, journal reviews and financial processes in Defence finance systems.
9. Support Groups and Services in meeting their statutory reporting obligations for the Annual Report, Budget papers and other financial disclosures.

I may also have responsibilities that are specific to project and/or sustainment finance.

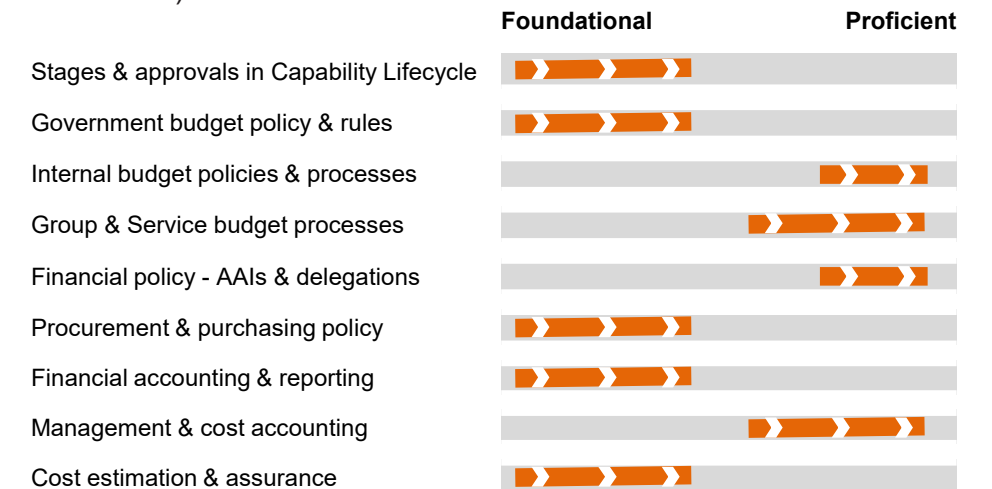
My skills

The skills I need include:

1. **Communication** and interpersonal relationship skills to engage and build trust with multiple stakeholders.
2. **Financial literacy and acumen** – one of my key skills is being able to simplify technical concepts in plain English.
3. **Defence knowledge** and networking to understand the needs, processes, business and priorities of my clients.
4. **Forecasting and analytics** experience to extract and analyse information from different sources, to assess the reliability of the information and to present concisely to DFG and Group and Service Management.
5. **Problem solving** including the ability to provide advice based on limited information and in limited time.
6. **Resilience, initiative and drive** in challenging situations.
7. **Coordination and facilitation skills** to influence and meet the requirements of DFG and my clients.

What I need to know

Depending on my role and level, I generally need to develop proficiency in the Government and Defence frameworks (some frameworks more than others):



In addition, I need to understand my client’s:

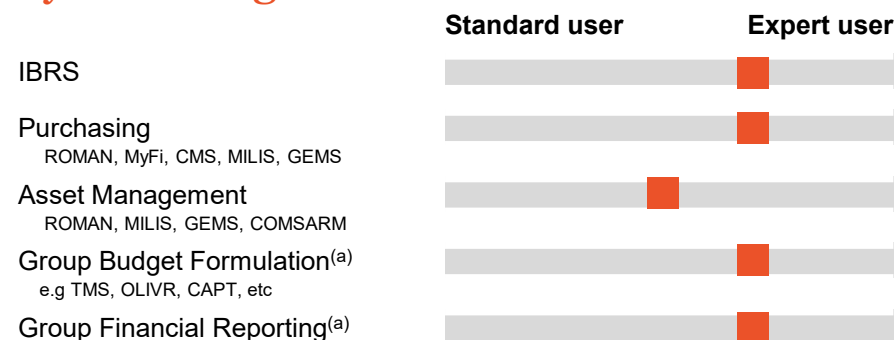
- Business plans, priorities and operating model;
- Contracts, deliverables and schedules; and
- Financial performance, forecasts and pressures.

Succeeding in my role

I find most value and success in my role where I am:

1. **Trusted** by my Group and Service clients and given a seat at the table as decisions are made.
2. **Proactive** in developing and maintaining my understanding of the Defence policies, procedures and timeframes.
3. **Developing and maintaining** professional relationships with my business counterparts.
4. **Responsive** in providing consistent and practical advice.
5. **Interpreting, challenging and explaining** the data I receive before I pass it on to my stakeholders.
6. **Sought out** for the **insights** I can provide beyond that of budget and transaction processing.
7. **Across upcoming demands and taskings** so that I can manage priorities and competing demands.
8. **Kept informed, but not overloaded**, with strategy and change in DFG and the broader Defence Enterprise.
9. **Actively engaged** with my DFG colleagues to share information and learn from their experiences.

System usage



(a) As relevant to the Group or Service to which I am aligned. As IBRS comes online we will progressively move away from these tools.

