



Finance Business Partner

Translational Research Institute, Brisbane

1. Background

The Translational Research Institute (TRI) is a leading Australian medical research, development and translation facility. It is home to a broad range of cutting-edge research into cancer, chronic diseases, mental health conditions, immunology, genetics and more. TRI's priority is partnering scientific development with clinicians and the MedTech sector to ensure new discoveries progress quickly and improve patient outcomes and commercial return. To this end, TRI is at the interface of science, medicine and industry. Our vision is ***Exceptional Science, Healthier Lives.***

Situated on the Princess Alexandra Hospital precinct, TRI is a joint venture between Queensland Health, The University of Queensland, the Queensland University of Technology and Mater Research.

TRI houses more than 1000 leading researchers, support staff and students and has a community of biotech and med-tech start-up companies as well as industry bodies located on its campus. The Institute has two clinical trial facilities, one based at the PA Hospital and the other at the Centre for Children's Health Research next to the Children's Hospital.

2. TRI Vision and Values

TRI will be a global leader in effective translation of research and innovation into improved healthcare and increased income and jobs for Australia. The TRI vision is achieved through a values-driven corporate culture focused on collaboration to achieve excellence. Our values are:

- Leadership:** *Our actions will shape a healthier world*
- Integrity:** *We do the right thing. Always*
- Knowledge:** *Through sharing, we empower innovation*
- Excellence:** *We strive for exceptional outcomes*
- Collaboration:** *Together we're better*

We LIKE Collaboration

3. Position Purpose

The primary purpose of the Finance Business Partner position is to provide exceptional, value-added support to the business as a primary point of contact in the Finance team, and to work collaboratively with the business to deliver insightful and accurate internal reporting, budgeting and forecasting.

4. Key Accountabilities

Primary accountabilities include, but are not limited to:

- First point of contact in Finance for assigned business areas of responsibility.
- Complete and review month end management accounts for assigned areas, working with operational managers to ensure the accuracy of financial results.
- Provide insightful analysis of financial results and meaningful explanations of budget variances to key finance and wider business stakeholders, working closely with operational management to understand the underlying drivers.
- Responsible for timely and accurate preparation of business unit budgets and forecasts collaborating closely with assigned areas of the business.
- Work closely with the business to develop accurate staff costing models, analysis and understanding of variances.
- Perform ad hoc value add analysis to support and enable business decision making.
- Partner closely with the business to track and ensure achievement of business unit budgets.
- Collaborate with transactional processing team (Purchasing, Accounts Payable, Accounts Receivable) to ensure timely processing of payables and receivables transactions.
- Where applicable monitor aged receivables and work with business unit managers to ensure timely recovery of any outstanding amounts.
- Support Director of Finance and Head of Finance in identifying and implementing business improvements.
- Collaborate with wider Finance team to ensure timely month end close and reporting.
- Other duties as required by TRI.

5. Reporting Relationships

The role will report to the Head of Finance and work closely with key business stakeholders in the areas of responsibility assigned to it.

6. Selection Criteria - Experience, Knowledge, Skills, Abilities and Qualifications

Experience

- Demonstrable experience in business partnering and supporting commercial decision making.

Knowledge, Skills and Abilities

- Management accounting
- Budgeting and forecasting
- Implementation of improvements
- Highly organised, proactive and self-motivated team player.
- Exceptional ability to build strong relationships across different areas and levels of the business.
- Excellent communication skills and an ability to interpret and present financial information to non-financial stakeholders in an understandable fashion.

Qualifications

- An appropriate tertiary qualification; and Professionally qualified CA, CPA or equivalent.

Appendix 1. Organizational Structure

