



As a Finance Business Partner, I represent Defence Finance Group (DFG) working with Groups and Services. I advise and support senior leaders and managers on budgets, accounting and financial matters.

I demonstrate the following behaviours

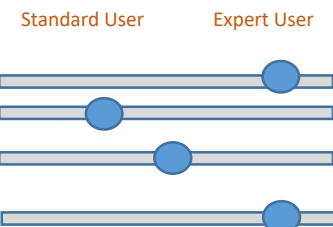
- Collaborating with business areas as a trusted financial partner to Groups and Services,
- Working together as one DFG team to provide clear and consistent finance and financial governance advice,
- Advising on financial risks and opportunities to support strategic outcomes and prioritisation decisions across the portfolio,
- Making the complex simple in communication to the range of stakeholders, and
- Continuing to develop my knowledge of Government and Defence frameworks and processes and exploring new and innovative approaches to Defence financial management.



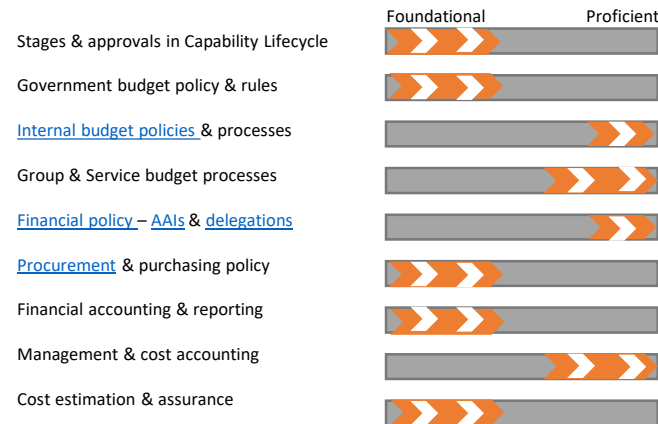
The **TOOLS** I need to use include:

ERP – SAP S/4 HANA

- Group Financial accounting
 - Purchasing (Orders, goods receipts, VIM)
 - Asset accounting and appropriate WBS allocation
- IBRS – TM1
- Report generation
 - Budget journals processing
 - Entry of forecasting (forecast figures, forecast and variance commentary)
 - Budget phasing entry



I need to **UNDERSTAND** Government and Defence Frameworks. The level of proficiency required will depend on my role and level, but generally:



I also need to **UNDERSTAND** how the business areas I support are managed, including:

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

The **SKILLS** I need include:

- Communication and interpersonal relationship skills to engage and build trust with stakeholders.
- Communication of complex information to a range of stakeholders in simple and understandable terms.
- Accounting skills to understand how to account for complex transactions.
- Defence knowledge and networking to understand needs, processes, businesses and priorities of stakeholders.
- Commercial acumen for advising on financial risks and options as business areas engage with industry.
- Forecasting and analytics experience to monitor and advise on financial performance, and to assess the reliability of the information gathered.
- Problem solving and the ability to respond and advise in limited timeframes with limited information.
- Courage, resilience and drive to work productively in challenging situations.
- Coordination, facilitation and time management, to ensure the needs of multiple stakeholders are met.
- Being proactive, cooperative and consistently contributing as a reliable and engaged team player.

[I can BUILD these skills with the DFG Learning and Development Framework.](#)

I will **SUCCEED** when

- I proactively engage with Groups and Services managers, building positive professional relationships and becoming a trusted advisor,
- I develop and maintain professional relationships with my DFG colleagues, working together as one team to provide clear and consistent advice to capability and delivery managers,
- I have a well developed understanding of Government and Defence Frameworks, the policies and processes for budgeting and financial reporting, so I can support business areas to operate within Government approvals and Defence Financial Policy,
- I have a well developed understanding of the business areas I support,
- I interpret, challenge and explain data clearly,
- I track upcoming requirements and taskings so I can manage priorities and competing demands,
- I keep myself informed on DFG and broader Defence strategies,
- I embrace continuing professional education, and both learn from and pass on my knowledge to my team,
- I embrace innovation and always seek to improve processes and outcomes, and
- I am adaptable to change, and view it as an opportunity to learn.

My **RESPONSIBILITIES** include:

- Providing budget advice on affordability of proposed commitments.
- Providing oversight and advice on financial governance and compliance with accounting standards and Defence Accounting Policies.
- Engaging with stakeholders on budgets, delegations, funding, financial policies, and financial commitments.
- Monitoring and advising on financial structures and accounting treatments, including complex transactions and international agreements, seeking technical advice from Budgets and Financial Services (BFS) Division when appropriate.
- Reviewing commitments entered in the financial system and highlighting where there is a need for remediation, including stale commitments.
- Providing independent analysis and advice on financial performance, risks, pressures and opportunities.
- Facilitating input into the budget cycle including budgets, forecasts and phasings in the Internal Budgeting and Reporting System (IBRS).
- Providing financial advice in support of business areas in Foreign Military Sales (FMS) and Cooperative Programs.
- Advising Groups and Services on budget management, including aligning budgets with business activities, and advice on managing budget pressures.
- Coordination of financial inputs for product and reporting to Senior Defence Committees, departmental and Ministerial Briefings and Submissions.
- Completion of accounting processes, including accruals, correction journals and journal reviews in Defence finance systems.
- Providing quality assurance for reconciliations and responses for statutory reporting obligations for the Annual Report, Budget Papers, financial disclosures and any audit requirements.
- Other responsibilities specific to project and or sustainment finance.

