

## Position description

<b>Position title</b>	Senior Finance Business Partner (Property)
<b>Position number</b>	200922
<b>Classification level</b>	E
<b>Group</b>	Corporates Services
<b>Reports to</b>	Financial Planning & Analysis Manager
<b>Location</b>	1010 La Trobe Street, Docklands
<b>Date</b>	July 2024
<b>Tenure</b>	Permanent full time

## Our organisation

VicTrack is custodial owner of Victoria's rail transport land, assets and infrastructure. We work to protect and grow the value of the portfolio, to support a thriving transport system and make travel and living better for all Victorians. With much of our asset portfolio dedicated to rail transport – our land, infrastructure, trams, trains and telecommunication networks – our focus is on strategic asset management and supporting the delivery of better transport solutions.

Whether we're planning and managing the use of transport land, upgrading the telecommunication network or partnering on major infrastructure projects, our job is to ensure the state's assets continue to serve Victoria now and well into the future.

Our core functions include:

- delivering telecommunications infrastructure and services that form the backbone of the transport network from signalling, driver communications, public information displays and myki ticketing
- managing land set aside for transport purposes, including the development and sale of land no longer required for transport to optimise its use
- generating income through land sales and commercial leases that is reinvested into the state's transport system
- providing project management, engineering and construction services to deliver a range of government transport projects from Victoria's Big Build to station and car park upgrades
- managing transport facilities and assets, including the open access Dynon Rail Freight Terminal, heritage buildings and environmental preservation.

VicTrack is the custodial owner of most of Victoria's tourist and heritage assets and performs the role of Tourist and Heritage Registrar.

## Our business groups

Our business is made up of two specialist delivery groups – Property & Telecommunications – supported by Corporate Services, Strategy & Transformation and the Office of the Chief Executive.

### Our vision

As a part of the transport portfolio, we share a common vision as defined in the *Transport Integration Act 2010*:

“To meet the aspirations of Victorians for an integrated and sustainable transport system that contributes to an inclusive, prosperous and environmentally responsible state”.

In realising this vision, we are working towards a transport system that promotes:

- social and economic inclusion
- economic prosperity
- environmental sustainability
- integration of transport and land use
- efficiency, coordination and reliability
- safety, health and wellbeing.

### Our mission

To protect and grow our rail transport assets and drive reinvestment to service Victorians now and into the future.

### Our values

- Professional – We make decisions with integrity and respect. By behaving professionally and ethically we win the trust of our colleagues, stakeholders and customers.
- Collaborate – We collaborate to get things done efficiently and effectively. We have greater opportunity through leveraging our collective knowledge, building stronger bonds and respecting each other.
- Achieve – We perform our roles with integrity and skill. We hold ourselves accountable for delivering what is needed and own both our successes and mistakes.
- Innovate – We embrace all new ideas that bring about change that adds value. We become more efficient, effective and competitive.

## Dimensions

### Reporting relationships

This role reports to the Financial Planning & Analysis Manager and is part of the Corporate Services Group. The role supports the wider Property Group in a finance related capacity. The position has one direct report – Property Finance Analyst.

### Budget

Oversight and management of the entire Property budget (\$100m revenue, \$30m OPEX and \$20m CAPEX)

### Purpose of the position

The Senior Finance Business Partner (Property) is responsible for managing the Finance function within the Property Group. This includes overall responsibility and ownership for the compliance and financial management of the Property Group, managing operational and business systems, business processes, strategic planning and direction, project program management, and financial and management analysis and reporting for the Property Group.

The Senior Finance Business Partner (Property) is also responsible for providing financial and commercial advice to the Executive General Manager Property Group, and all senior Property Group Managers.

### Key accountabilities/functions

- Provide business partnering with regards to all financial and commercial matters within the Property Group, as well as financial coaching and support to Property Group managers and team members.
- Lead the financial management of the Property Group in accordance with the relevant internal policies and procedures, accounting standards and statutory requirements.
- Lead the Strategic Business Planning and budgeting / forecasting for the Property Group, including assisting with the development of strategic initiatives, setting of targets and KPIs, and identification of risks and opportunities.
- Deliver Capital Program management including budgeting, forecasting and reporting, and commercial oversight on all Property Capital Projects.
- Prepare financial analysis and complex modelling for the Group's Investment proposals, including business case advisory and review, as well as the provision of technical financial or commercial advice to the wider group, and cash management for investment prioritisation.
- Lead the Property Group strategic workforce planning, apply management principles when implementing organisational change, and actively monitor / manage group leave balances.
- Participate in project tender evaluations and selection from a finance perspective, ensuring that all contracts have a considered financial approach, clearly defined scope, milestones and financial requirements.
- Develop management reporting for the Property Group as required, including regular Board updates, committee reporting (Audit and Risk Management Committee, Property Heritage and Environment Committee), and updates on KPIs through dashboard reporting.
- Manage month end process for property, including review of journals, debtor management, and general group finance support.

### Customer focus

VicTrack staff practise customer focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting customer needs. We listen to customers about their expectations and focus on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

## Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with the *Occupational Health and Safety Act*, as it applies to self, tenants and customers, and environmental legislation in regard to preserving the environment.

## Rail safety

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, must:

- be responsible for their actions where those actions can in any way affect or compromise railway safety
- be aware of the railway safety requirements associated with their duties and responsibilities
- take whatever action is possible to prevent unsafe conditions and/or incidents
- report any railway safety problems/hazards to the Manager Safety
- safely access the rail corridor.

## Individual attributes

### Qualifications

- Relevant tertiary qualification in Commerce
- Post-graduate qualification - Chartered Accountant (CA) / Certified Practising Accountant (CPA)

### Knowledge and experience

- Advanced understanding of key accounting principles and processes in property management and development, projects, and asset management fields
- Strong understanding of relationship between project management principles and accounting standards, both from a technical perspective and their practical application
- Experience in managing month-end and year-end financial processes, including budgeting and forecasting, commercial financial analysis, board reporting and strategic planning
- Understanding of project and contract management processes and commercial structures
- Experience across all aspects of property financial transactions including land sales and acquisitions, property management and commercial development would be highly regarded
- Understanding of overhead cost allocation methodologies, with proven ability to rationalise costs, improve controls, and enhance or re-engineer processes

- Demonstrated experience in using Microsoft Office (including advanced MS Excel skills)
- Demonstrated experience in ERP software - Technology One system or similar is preferred
- Experience in managing and developing staff

### Skills

- Excellent analytical and business acumen skills, including the ability to strategically drive performance with multiple stakeholders to achieve best outcomes
- High-level interpersonal skills and effective communication skills – verbal and written, with a wide range of stakeholders, and build / enhance relationships – project/property experience essential
- Demonstrated ability to work in a team environment and contribute positively to team goals
- Excellent organisational skills, including the ability to prioritise and manage tasks autonomously, meet deadlines with minimal supervision, while minimising risk to the organisation
- Excellent interpersonal skills, including strong negotiation, influencing and leadership skills
- Strong attention to detail, and ability to solve problems in an ever-changing work environment

### Interpersonal and other features

#### Internal relationships

- All VicTrack employees

#### External relationships

- Auditors and external advisory organisations
- Commercial Partners and service providers – QMS (billboard portfolio service provider), CarePark, oOH, CBRE
- Governmental finance teams (e.g. DTP, DTF)
- Accredited Rail Operator Finance teams (e.g. Metro Trains Melbourne and V/Line)
- All VicTrack customers
- Vendors and/or suppliers