ROLE DESCRIPTION

MAKE GREAT HAPPEN

Finance Business Partner

Campus: Ipswich Campus **Region:** Corporate	**Closing date:** 11:59pm 21 September 2026
Business Unit: Financial Operations **Team:** South West	**For further information, please contact:** **Contact name:** Ratish Prakash **Role:** Regional Finance Manager **Email:** Ratish.Prakash2@tafeqld.edu.au **Or check out our** Applicant Information Guide
Award: *TAFE Queensland Award – State 2016* **Agreement:** *TAFE Queensland (TAFE Services Employees) Certified Agreement 2025* **Classification Level:** AO5 **Salary:** $108,998.43 - $118,247.08 per annum, plus superannuation contributions of 12.75% of your salary	
Status: Temporary full-time	**Winner: Queensland Large Training Provider of the Year 2024**
Job ad reference: TQ2026-905	Veteran Employment Supporter

About TAFE Queensland

TAFE Queensland is proud to be the largest and most experienced Vocational Education and Training provider in the State, with a history of serving Queensland communities for more than 140 years.

At TAFE Queensland, we hold true to our values and keep our customers at the centre of everything we do. By living these values, we continue to strengthen TAFE Queensland's reputation as a leading provider of high quality education and training. Our people are recognised for demonstrating these values in their everyday work.

Safety first	Working together	Focusing on our customer	Taking responsibility	Showing initiative

Your opportunity

As the Finance Business Partner, you will:

- Provide support and analysis to key stakeholders that will add value and assist in decision making.
- Contribute to the effective financial operations of the Region through the management of integrated activities within dynamic team-based environment.

This position reports to the Regional Finance Manager.

Key responsibilities

- Undertake complex research and analysis using appropriate accounting, human resource and information management systems (i.e. Microsoft Excel, Technology One Finance and SMS) to understand drivers of financial performance and identify long term impacts on fiscal positioning.
- Provide proactive analysis of cost drivers to better understand course profitability, driving inefficiencies out of the business and better inform management decision making.
- Provide advice and guidance to business units on all matters of financial management including but not limited to the development of internal budgets and forecasts, financial implications of business decisions and management of employee expenditure.
- Build and maintain collaborative working relationships with business units to facilitate the understanding of the financial and non-financial performance to assist business units to develop strategies, address issues and improve performance.
- Establish and maintain effective and efficient financial management reporting systems that achieve Regional and business unit budget objectives, key performance indicators and business strategies.
- Provide adhoc management reports and analysis to all levels of Regional Management on their business performance and position to supplement existing automated reports.
- Timely completion of budgeting and forecasting processes as well as month end processes (including general ledger reconciliations and other routine administrative tasks).
- Contribute to improvement in business processes & practises through the development of strategies and associated information and training materials to improve financial management knowledge and expertise of Regional staff.
- Undertake any other specific tasks and duties as directed by your manager to support both Regional and TAFE Queensland initiatives.
- Contribute to the success of transformation and cultural change through promoting and modelling the values of Safety First, Working Together, Focusing on our Customer, Taking Responsibility and Showing Initiative.

How you will be assessed

Within the context of the role description above, the ideal applicant will be someone who has the following key capabilities:

- Displays flexibility and responsiveness and has the initiative, attitude and ability to thrive within a dynamic, challenging and changing environment.
- Sound analytical skills with the ability to effectively communicate outcomes to key stakeholders with varying levels of finance acumen.
- Ability to work effectively within a team environment and ensure individual tasks are achieved for the benefit of the team and the organisation whilst meeting deadline.
- Experience in a diverse range of finance practices including revenue recognition, cost driver analysis, forecasting and budgeting.
- Excellent communication and interpersonal skills including demonstrated consultation and negotiation skills and proven ability to prepare and present submissions and reports.

About you

Highly desirable requirements:

- Possession of a qualification as a Chartered Accountant or Certified Practicing Accountant.
- Possession of an appropriate qualification in Accounting or Commerce.
- Minimum of three years financial accounting and systems experience.

- High level of proficiency in Microsoft Office (Excel, Word).
- At least 3 years of experience in similar functions.

How to apply

To apply for this role, please provide the following:

- a detailed resume including the contact details for two referees (one of whom is your current supervisor); and
- a cover letter (maximum 2 pages) that outlines your experience, skills and abilities and responds to the 'How you will be assessed' criteria.

Applications must be submitted via TAFE Queensland's recruitment portal.

For more information,

- check out our Applicant Information Guide
- or visit TAFE Queensland's website.

Additional information

- A criminal history check will be initiated on the successful applicant.
- A non-smoking policy applies across TAFE Queensland campuses, in TAFE Queensland buildings, offices and motor vehicles.
- You may be required to complete a period of probation of three (3) months.
- You will be required to complete a range of training activities within the onboarding and induction period, including systems training.
- The key responsibilities listed in this role description are broadly captured for the role and this list is not exhaustive. The incumbent may be required to undertake other activities, projects and tasks as directed by the relevant manager.