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| Position Title: | Assistant Director, Business Partnering & Projects, Finance & Business Services |
| Classification: | EL1 |
| Job Reference Numbers: | XXX |
| Branch/Group: | Finance and Business Services |
| Location: | Sydney |
| Reports to: | Director, Business Partnering & Projects (CFO in interim) |
| Clearance Required: | Baseline / Police Check |

About the group/section:

The Finance and Business Services team (F&BS) is responsible for the key elements of the ARENA's resource management framework. This encompasses strategies, policies and procedures that are integral to sound financial management and timely, relevant, and reliable financial reporting to meet external requirements and support planning, monitoring and decision-making in ARENA.

In ensuring sound financial management practices and compliance, the team has a crucial role in defining and operating ARENA's internal controls and control environment, including the reporting and monitoring of these aspects.

At the operational level, the F&BS team delivers essential financial services including accounts payable and receivable, travel and credit card administration, taxation and treasury functions, and procurement support across ARENA. The team also manages the annual government budget and financial statements processes.

The F&BS team also has a strong business partnering focus, working with and across ARENA in a range of capacities and aiming to deliver key enhancements to help it achieve its strategic objectives.

About the position:

The Assistant Director, Business Partnering & Projects will be filled by a highly accomplished candidate with a proven track record in a Finance Business Partner capacity. This position requires a demonstrated focus on problem solving, efficient project delivery, and a commitment to instigating positive change within ARENA.

The position will require strong expertise and experience across core finance activities plus business partnering, project delivery and financial modelling. Success in this role requires a hands on and collaborative approach to effectively meet F&BS and ARENA requirements.

The position is highly varied and will include a range of duties including the following:

- Perform detailed tracking, reporting, analysis and methodology review in relation to funding received, grants approved, contracted, and paid, as well as projecting future funds availability, working closely with the Business Development & Transactions and the Project Delivery teams as well within F&BS.
- Preparing analysis and reporting that is to be incorporated in presentations to the Senior Leadership Team, Board members, and Advisory Committees.



- Support the Director, Business Planning & Projects, the CFO and broader team by leading, supporting and delivering various vital reporting, collaboration, control and efficiency enhancement initiatives and projects across F&BS and the broader Agency.
- Playing a key role in aspects of the budgeting and planning process and in the reporting process with other members of the FB&S team, and in the subsequent performance discussions.
- Add value by delivering process enhancements to deliver further value to ARENA executives and board members.
- Tracking and reporting of financial and other kpi's
- Engaging with and partnering with business areas to add value across the organisation on numerous matters and initiatives.

About you:

- Bachelor's degree in Finance, Commerce, Accounting, Business or similar.
- Professional accounting qualification and/or Master's Degree in a relevant field.
- Demonstrated experience working in a complex organisation
- Strong finance business partnering experience, using your stakeholder engagement experience to achieve the best possible outcomes.
- Demonstrated project delivery experience and successful track record in achieving agreed outcomes.
- Strong modelling skills and experience working with complex concepts and data, engaging with senior stakeholders.
- Genuine interest in and desire to learn about ARENA and its projects

Skills and capabilities:

We are seeking candidates who have:

- An ability to consider and effectively manage competing priorities in a fast-paced environment when achieving outcomes aligned with agency goals and objectives.
- Demonstrated ability to operate as an effective member of the team, work with genuine and supportive collaboration with other team members.
- Demonstrated ability to engage with, and build and sustain relationships with key stakeholders, internally and externally.
- Strong commercial focus and business acumen
- Strong interpersonal skills including the ability to influence others, constructively raise issues for resolution and actively contribute to positive workplace relationships.
- Excellent time management skills, including understanding and adhering to tight deadlines.
- Demonstrated problem solving skills, critical thinking and analytical skills.
- High standards of professionalism, integrity, and impartiality.
- Strong verbal and written communication skills including a business and customer focus.

We are seeking candidates who are committed to working in harmony with our organisational values.

ARENA values

At ARENA, we are proud to embody a set of core values that shape our identity and drive our achievements. They are:

- **Impact Driven** – We make a significant positive impact on Australia's energy sector, economy, environment and society. We take a bold, innovative approach to give us the best chance of achieving our goals.



- **Stakeholder-Focused** – We deliver excellent service. Our approach is marked by responsiveness, clarity and flexibility.
- **Collaborative** – We collaborate across teams and with our partners to achieve goals.
- **Accountable** – We are accountable to each other and, in following our processes, to the Minister, the Parliament and the Australian public. We work transparently to ensure public funds are spent in a responsible and efficient manner.
- **Respectful of People** – We support and respect each other. We cultivate a diverse team to access the best talent, broaden our thinking and foster a culture of innovation.

Personifying these values is essential because they not only define our organisational culture but also serve as the compass guiding our actions, enabling us to foster innovation, build meaningful relationships, and consistently deliver impactful results to our stakeholders.

About us

The Australian Renewable Energy Agency (ARENA) is a Corporate Commonwealth entity. ARENA's main objective is to improve the competitiveness of renewable energy technologies and increase the supply of renewable energy in Australia. ARENA was established on 1 July 2012 under the Australian Renewable Energy Agency Act 2011 (the ARENA Act). ARENA has received significant additional funding over the past 3 budget cycles and is trusted by the Government to deliver many of its most impactful emissions reduction programs. ARENA supports the Government's emissions reduction goals of 43% reduction in net emissions by 2030 and net zero by 2050, through its focus on technology innovation and commercialisation to the benefit of Australia.

ARENA complements other funding bodies and provides financial assistance to renewable energy, energy efficiency and electrification technologies for research, development, demonstration and deployment projects. The provision of knowledge sharing forms an important part of ARENA's functions. ARENA operates under its own Act of Parliament, and the ARENA Board and CEO are responsible to the Minister for Climate Change and Energy, the Hon. Chris Bowen MP.

Why us

At ARENA, we are committed to providing an inclusive culture so our employees can bring their whole selves to work and have a sense of belonging.

You do not need to be an expert in renewable energy or energy markets, but a keen interest in advancing an ambitious energy and climate agenda will be helpful.

In addition to the above:

- we offer generous flexible working arrangements
- we encourage learning and development
- you will have front row tickets to leading edge technology in the sector
- work in an impactful and evolving environment, and
- be part of a team that collaborates and makes a difference.