

Position Description

Finance Business Partner



Position Title	Finance Business Partner
Work Area	Finance
Supervisor	OU Controller
Location	Adelaide or Brisbane

Tetra Tech International Development

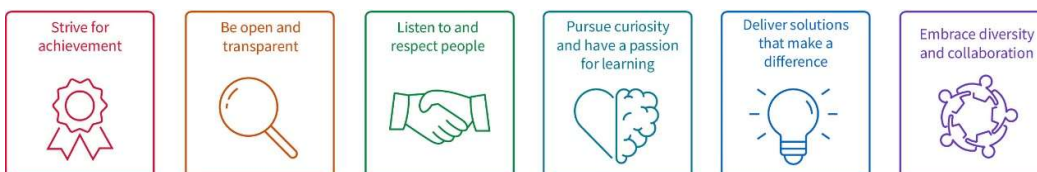
Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



Purpose and Objectives

The purpose of this role is to lead the finance business partnering function, ensuring accurate financial reporting, strong project financial management and effective commercial support to the business. The role focuses on building strong relationships with project teams, driving process improvements and developing a high-performing finance team.

Key Responsibilities

- Lead the finance business partnering function, providing financial analysis, commercial insights and decision support to operational and executive teams.
- Oversee project financial accounting and management, including revenue recognition, forecasting and financial reporting.
- Provide technical accounting guidance and support on complex project-related matters.
- Oversee project-related financial processes within the ERP system, including project setup and invoicing.

- Support commercial proposals, financial modelling and business case development.
- Support internal and external audit requirements.
- Identify and implement opportunities to improve financial processes, reporting accuracy, efficiency and internal controls.
- Drive process standardisation, automation and effective use of ERP systems and reporting tools.
- Lead, coach and develop the finance business partnering team, fostering technical excellence, accountability and continuous improvement.
- Build strong, trusted relationships with project managers, operational leaders and executive stakeholders.
- Provide proactive financial advice and commercial insights to support project performance and decision-making.
- Strengthen financial capability and accountability across project teams through guidance, training and ongoing engagement.
- Contribute to broader finance initiatives, system improvements and business transformation activities.
- Undertake other duties consistent with the responsibilities of the position and business needs.

Selection Criteria

Qualifications & Experience

- CA or CPA qualified (essential).
- Significant finance business partnering experience in a complex, project-based environment.
- Strong technical accounting expertise, including revenue recognition, WIP management, project forecasting and profitability analysis.
- Proven experience leading, managing and developing finance teams.
- Demonstrated ability to drive process improvements, automation and stronger financial controls.
- Strong financial modelling, budgeting, forecasting and analytical skills.
- Experience partnering with project managers, operational leaders and senior executives.
- Advanced Excel skills and proficiency in ERP systems and financial reporting tools.
- Experience in professional services, engineering or consulting will be highly regarded.

Technical and Professional Skills

- Strong organisational and prioritisation skills, with the ability to manage competing deadlines.
- Excellent analytical and problem-solving skills, with strong attention to detail.
- Ability to constructively challenge assumptions and provide balanced, evidence-based advice.
- Strong communication and interpersonal skills, with the ability to simplify complex financial information.
- Commercial acumen, with a focus on improving financial performance and business outcomes.
- Strong relationship-building skills, with a collaborative and service-oriented approach.
- Proactive, solutions-focused mindset, with a commitment to continuous improvement.
- Effective people leadership skills, with the ability to coach, motivate and develop team members.

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or

any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech has a zero-tolerance approach to sexual exploitation, abuse and harassment ('SEAH'), child abuse and exploitation, modern slavery and safeguarding related retaliation, and this zero-tolerance extends to inaction. Tetra Tech is committed to being a child safe organisation, and to promoting a culture that supports gender equality, and addresses the gendered drivers of violence against women and children. It is committed to fostering a culture where we prevent and respond decisively and appropriately to harm against people, and that all people are treated with dignity and respect, irrespective of country, program, or office where we work. This will require compliance with Tetra Tech's Safeguarding and other Codes of Conduct and our associated safeguarding policies (Child Protection and Child Safety, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policy and procedure, and Modern Slavery. Any successful applicants will be required to undertake satisfactory referee and criminal record checks prior to being appointed to any position.

Tetra Tech does not charge money or any kind of fee at any stage of the recruitment process (this includes applications, interviews, meetings, processing, administration, service and training). Tetra Tech will never ask for your sensitive information, such as bank account or other login details, including username or password.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.