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| <b>POSITION TITLE</b>        | <b>Financial Program Planner (Band 2)</b>      |
| <b>POSITION TERM</b>         | <b>Ongoing</b>                                 |
| <b>FUNCTION / DEPARTMENT</b> | <b>Organisational Performance - Operations</b> |
| <b>REPORTING MANAGER</b>     | <b>Director, Organisational Performance</b>    |
| <b>No. DIRECT REPORTS</b>    | <b>0</b>                                       |
| <b>LOCATION</b>              | <b>Melbourne</b>                               |
| <b>APPROVED BY</b>           | <b>Dean &amp; CEO</b>                          |
| <b>APPROVAL DATE</b>         | <b>19 November 2024</b>                        |

## **ABOUT ANZSOG**

The Australia and New Zealand School of Government (ANZSOG) was established by governments and a group of universities to serve governments and public services in Australia and Aotearoa New Zealand. Its members are the national governments of Australia and Aotearoa New Zealand, all Australian States and Territories, and leading Australian and Aotearoa New Zealand universities.

The School delivers education programs, accredited and non-accredited (customised and open-to-market professional learning), research and a range of related services to build capability in and support effective ethical public governance, administration and public policy. It brings together academic and practitioner experts from across our member governments and around the world to cater to current government and public sector learning and development needs and anticipate and address future government and public sector challenges.

## **ABOUT THE POSITION**

The Financial Program Planner is a pivotal role, ensuring the financial health and sustainability of our programs. Reporting to the Business Intelligence and Performance Manager, this position collaborates across ANZSOG to develop comprehensive program budgets, incorporating detailed cost analyses and revenue targets. The Financial Program Planner works closely with Business Unit representatives as program managers, finance teams, and other stakeholders to ensure that all financial aspects of program planning and execution are managed.

Key responsibilities include offering critical insights and advice on budgetary matters to guide strategic financial decisions. This involves analysing financial data, identifying trends, and providing recommendations to optimise resource allocation and program performance. Regular updates to budgets, phasing, and variance reporting are essential duties, ensuring financial plans are accurate and transparent. The Financial Program Planner also prepares detailed reports and presentations for senior management and the Board, highlighting key financial metrics and performance indicators.

## **KEY FUNCTIONAL RESPONSIBILITIES AND ACCOUNTABILITIES**

- Provide expert advice on budget planning and management, offering actionable insights to support strategic decision-making.
- Analyse financial data to identify trends, opportunities for cost savings, and revenue enhancement. The planner will prepare detailed reports and presentations for senior management, highlighting key findings and recommendations.
- Maintaining up-to-date budgets is a key responsibility, ensuring accuracy and transparency in financial planning. The Financial Program Planner will prepare regular reports, highlighting variances and providing explanations to senior management and stakeholders.
- Develop program budgets, ensuring alignment with ANZSOG goals and financial strategies. This includes developing comprehensive cost analyses and revenue targets to support program planning and execution. The planner will work closely with program managers to understand the financial requirements of each program, ensuring that budgets are realistic and achievable. They will also monitor budget performance and update systems to reflect current budget status.
- Participate in strategic planning sessions, providing financial perspectives to help shape ANZSOG's direction.
- Provide support to the organisation to ensure that data provided to Finance is aligned with policies and procedures, and reflects the business operations
- Monitor inputs to Finance to validate that they are correctly coded and appropriately approved.
- Monitor financial performance and make recommendations for improvements
- Ensure sound financial management practices, including financial reporting, compliance with regulations, and internal controls.

## **MANAGEMENT**

This role has no staff management responsibilities.

## **ABOUT YOU**

The Financial Program Planner is a detail-oriented and strategic financial professional with a passion for enhancing organisational financial literacy. They excel in collaborative environments and have a proven track record of developing and managing complex budgets. This role demands a strategic thinker with excellent problem-solving abilities and the capacity to work collaboratively in a dynamic, fast-paced environment. The ideal candidate will be adept at managing multiple priorities, meeting tight deadlines, and maintaining a high level of accuracy and attention to detail. Their ability to communicate complex financial information clearly and effectively ensures they can guide strategic financial decisions and foster a culture of financial accountability and transparency within ANZSOG.

## **QUALIFICATIONS / EXPERIENCE**

- A minimum of 5 years of experience in financial planning and analysis, preferably within a program or project-based environment.
- A tertiary qualification is preferred with a preference for Finance, Accounting, or a related field.
- Membership in relevant professional bodies (e.g., CPA, CFA) is desirable.

**SKILLS / COMPETENCIES**

- Proven track record of spearheading financial planning projects, effectively guiding teams, and persuading key stakeholders to adopt strategic financial decisions.
- Exceptional ability to build and maintain positive relationships across different departments, fostering a collaborative environment to achieve common financial goals.
- Adept at developing comprehensive financial strategies that align with the ANZSOG's long-term objectives, ensuring sustainable growth and financial stability.
- Highly skilled in analysing financial data, preparing detailed reports, and managing budgets to optimise resource allocation and financial performance.
- Excellent verbal and written communication skills, capable of simplifying complex financial concepts for diverse audiences, ensuring clarity and understanding.

**ANZSOG VALUES**

ANZSOG is a values-based organisation which means that we understand that the ways in which we work make a big difference in what we achieve. Our values are Excellence, Collaboration, Integrity and Respect, and we aim to ensure that they infuse our behaviours and attitudes as members of the ANZSOG community.