

Position Description – Financial Analyst

About the School

ANZSOG is recognised globally as a leading provider of executive-level education for the public sector. ANZSOG was created by government for government, with the active collaboration of its member universities.

ANZSOG delivers:

- Postgraduate education incorporating the core disciplines that inform effective public administration.
- Executive education led by academics from the world's leading education providers and senior officials from among ANZSOG's ten member governments.
- Safe places for senior practitioners to discuss and draw practical learnings from theory, research and case studies, to inform policy debates and service delivery reform.
- Supportive environments for senior practitioners across Australia and New Zealand to learn from one another and build lasting professional networks, benefiting governments, communities and citizens.
- Research that addresses key contemporary issues in public administration, policy development and management where information is lacking.
- Capability building for not-for-profit organisations, which deliver services on behalf of government.

At the core of our ethos is a deep and genuine care for good public administration, reflecting the aspirations of and our close relationship to our government owners.

For further information: <https://www.anzsog.edu.au>

Position Statement

Reporting directly to the Finance Manager, the Financial Analyst will play a key role in the financial planning and analysis activities within ANZSOG, specifically to enable timely and insightful analysis into business performance; to support the achievement of strategic goals and financial sustainability.

This role will contribute significantly to the development and monitoring of ANZSOG's forecasts and budgets in partnership with the leadership team. It will therefore require comprehensive experience and well-developed skills in the development and implementation of forecasts, budgets and business plans. The incumbent must possess strong problem solving, reporting and analytical skills with the capacity to implement the optimum solutions in a complex and changing environment.

The role is a key interface with other business areas and requires high levels of interpersonal skills, initiative, and sound judgement. Clear understanding of consequences and outcomes of advice, or actions taken is essential as the incumbent will be expected to provide expert financial analysis and advice in support of strategic and operational decision making. Demonstrated ability to organise and prioritise work, complete tasks to tight timelines, and manage competing priorities whilst maintaining high levels of accuracy will be essential.

Working as part of the Finance Team, the Financial Analyst will also be required to contribute to the effective management of financial operations, including undertaking other operational tasks as directed from time to time. Subject to ANZSOG's governance framework, the Financial Analyst will in the absence of the Finance Manager represent the Finance Team in discussions with internal stakeholders.

Responsibilities

Planning, Budgeting, Forecasting and Reporting

- Proactively contribute to and participate in the annual and ongoing planning process
- Collaborate closely with members of the Finance team as well as other stakeholders to effectively deliver forecasts, annual budgets and cashflow projections.
- Deliver regular as well as ad hoc financial reporting, and variance analysis, including assisting with the interpretation of financial performance and highlighting key issues.
- Monitor performance against forecasts, annual budgets, and financial plans; and work with responsible managers to address discrepancies and/or variances.
- Enhance the effectiveness and currency of the budget model including regular review of drivers, overhead allocations; as well as pricing and costing methodologies
- Collate and integrate non-contiguous data from multiple sources; and apply relevant tools and modelling to produce meaningful financial reports and analysis to support business decision making and instigate remedial actions where necessary. Contribute to the continuous review and enhancement of the financial reporting system to ensure relevance to business needs

Business analysis and process improvements

- Identify trends and develop a thorough understanding of the key business drivers impacting performance
- Identify systemic financial issues and champion initiatives to continually improve standards, internal controls, systems, and workflows, including automation, to achieve optimal business outcomes
- Assist in business analysis for the purposes of business case development, project evaluations, product costings, and benchmarking
- Build relationships and partner with various stakeholders to ensure financial management best practices;
- Collaborate with functional experts across the organisation to develop policy, systems, processes and best practices

Other financial and accounting operations

- Contribute to the efficient maintenance of the General Ledger including monthly closing, balance sheet reviews and preparation of reconciliations
- Assist with other finance related work including external audit, taxation, accounts payables and accounts receivables
- Participate in, and contribute to, relevant committees and working groups within the organisation

- Actively contribute to a work environment that promotes collaboration, joint planning and sharing of knowledge
- Perform other tasks as requested by the Finance Manager or Chief Operating Officer

Key Selection Criteria

Essential

- Tertiary qualification in accounting or relevant finance discipline
- Current member of or studying towards accreditation with a recognised accountancy body
- Minimum 5 years of relevant experience
- Strong communication skills including the ability to explain financial principles and implications to non-financial stakeholders and interact with various levels of stakeholders within the business.
- Strong financial skills combined with sound commercial acumen to provide innovative and effective solutions to complex challenges
- Well-developed knowledge of current financial principles, and accounting standards
- Demonstrated ability to manage, analyse and synthesize large data sets, including communicating key information and findings
- Advance skills in Excel and other Microsoft applications.
- Demonstrated ability to work both autonomously and in a team environment
- Proven track record of being able to perform well under pressure and meet strict deadlines
- Demonstrated ability to develop innovative and practical solutions
- Comprehensive knowledge and experience in the development, implementation and continuous improvement of reporting and business support systems.

Desirable

- Proven ability to use the Axiom reporting and planning software will be highly valued

Other job related information

- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- Interstate or international travel may be required

Legal compliance

Ensure you are aware of and adhere to ANZSOG policies and procedures relevant to the duties undertaken, including:

- Equal Opportunity Policy: Discrimination, Harassment & Bullying
- OHS Manual
- Values and Behaviour
- Environmental Policy Statement
- Academic Quality and Integrity

Equity and Diversity

We are building an inclusive workplace to help realise the potential of our employees, embrace our differences, and apply our diverse thinking to innovation and creating public value.

All jobs can be worked flexibly, we encourage First Nations people to apply, and people with disabilities.