

POSITION DESCRIPTION	
<b>Title:</b>	Senior Finance Analyst
<b>Group:</b>	Finance
<b>Reports to:</b>	Manager Financial Services
<b>Grade:</b>	19
<b>Position Allowances:</b>	Nil
<b>Hours:</b>	35 hours per week, Fulltime
<b>Number of Direct Reports:</b>	1
<b>Number of Indirect Reports:</b>	0
<b>Vehicle:</b>	No
<b>Position Code:</b>	60430
<b>Pre-placement Medical:</b>	Not required
<b>National Police History Check:</b>	Required
<b>WWCC Check:</b>	Not Required
<b>Date Developed:</b>	August 2021
<b>Date Reviewed:</b>	N/A
Position Purpose	
To provide a strong strategic and advisory focus for financial and budgetary proposals in the short, medium and long terms to drive financial performance and ensure the organisation is financially sustainable and competitive.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification in accounting.</li> <li>• CPA or Chartered Accountancy qualified.</li> <li>• Demonstrated experience in budgeting and forecasting.</li> <li>• Demonstrated ability to identify opportunities, develop solutions and implement initiatives.</li> <li>• Demonstrated managerial and supervisory experience with the ability to lead, support and motivate.</li> <li>• Advanced knowledge and experience of analytical business tools and accounting systems / packages.</li> <li>• Exceptional interpersonal, negotiation and communication skills.</li> </ul>	

- Experience in report writing and presentation at a senior management level.
- Commitment to working as a part of a team.
- Ability to pass a National Police History Check.

**Desirable:**

- Demonstrated understanding of the local government operating environment and knowledge of issues affecting the industry.
- Experience in operating with Technology One financial software including Enterprise Budgeting (EB).

## Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Provide supervision, coaching and guidance to staff and direct reports

Prepare Council's Long Term Financial Plan, in accordance with relevant legislation including:

- Compilation of salary, wages and other employee cost estimates based on approved assumptions.
- Updating other income and expenditure estimates and their associated funding sources with respective Group Managers and Managers.
- Key budget assumptions, external and internal budget influences and other economic impacts.

Analyse, monitor and report on Council financial sustainability ratios.

Work with the Business Performance and Development Manager to drive an organisational approach to the use of business cases to support better decisions making, having regard to key considerations of financial sustainability, quality and efficiency.

Support business units with the development, understanding and analysis of business cases and the financial impacts and resourcing proposals.

Provide financial modelling of options and scenarios on key business decisions/projects.

Co-develop and monitor appropriate benchmarks and performance measures for business areas across Council.

Determine the financial impacts and economic considerations of grant funding applications across the whole of Council.

Responsible for funding control, including management of Council's external restrictions, internal restrictions, unrestricted cash and external borrowings.

Lead finance non business as usual projects.

Undertake financial trend analysis including benchmarking and make recommendations on improvement opportunities to support a financial sustainable position.

Prepare and present Council, technical and performance reports to Senior Management Team.

Oversee the system administration functions of Council's financial management information software. Assist the Manager Financial Services with special projects, tasks and assignments as required.

**Work Health & Safety**

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

**Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

**Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.