

Position description

Greater together 

Position title:	Technical Analyst, Finance Systems and Reporting
Institute/School/Centre/ Directorate/VCO:	Financial Operations, Finance
Campus:	Mt Helen Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 7 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Ms Rhonda Hartigan, Head, Financial Operations Telephone: (03) 5327 9539 Email: r.hartigan@federation.edu.au
Recruitment number:	JR101159

Position summary

The Technical Analyst, Finance Systems and Reporting, is a member of Finance Systems & Reporting (Financial Operations) Team and provides systems reporting and data analysis services across the division for all sections to support informed decision-making.

The position encompasses building strong working relationships, well developed negotiation and interpersonal skills and relationship maintenance with a diverse range of university stakeholders. The Technical Analyst, Finance Systems and Reporting is expected to work closely with I.T. Services and the Business Intelligence team in developing specifications, queries and reports for internal and external users.

This position will also provide systems configuration support across all Finance systems including the Student Finance module of Campus Solutions, Finance, and related systems.

Portfolio

The Finance team is an integral part of the business strategy and decision-making process focusing efforts in delivering strategic and operational support to the programs and services.

Finance's guiding principles have been developed to align to those traits inherent in a modern high performing team. The team has a diverse range of functions which ultimately support the core academic delivery. It is important that the right skills and behaviours within the Finance Directorate are inherent to drive success.

The following guiding principles are encouraged and evident in the Finance Directorate, being Collaborative, Accountable, Proactive, Enterprising, and Respectful.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in the 2021–2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Perform regular reviews of data objects and solutions to ensure they are updated to meet changing business needs.
2. Lead process and system change initiatives that increase value and efficiency of Finance systems & reporting service delivery functions and support a university-wide culture of continuous improvements.
3. Contribute to Commonwealth and State statutory student load reporting whilst also being a primary backup for the Manager, Data Reporting and Compliance in managing the compilation, validation and reporting of student load data relating to Higher Education, VET and any contractual obligations in an accurate and timely manner.
4. Contribute to the business configuration of the Student Finance module of Campus Solutions, Studylink and Finance and related systems.
5. Collect, interpret, and analyse data to support management decisions, improve inefficiencies, and enhance business performance by developing end-to-end solutions from source to final report, including design, development, test and release for both Higher Education and TAFE.
6. Contribute to the improvement of financial processes, data integrity, management of the general ledger and resolving data issues associated with the day-to-day maintenance of all finance systems.
7. Develop reports based on available data from core Student and Finance systems aligned to reporting requirements, identifying opportunities for automation where possible.
8. Develop queries and prepare reports for the Manager, Reporting and Compliance for diagnostic investigation and analytics.
9. Provide analytical support for key projects, reviewing data from core systems and identifying best practice methods to analyse data and provide insights to senior leaders.
10. Coordinate the development of and maintain the Data Repository Systems. Document and maintain business processes/queries, and methods of practice that capture, store, extract, aggregate, calculate and present information as appropriate for the purposes of data reporting submissions and finance related integrations.
11. Actively contributes to the continual development and ongoing maintenance of systems owned by Finance to ensure they meet University requirements.
12. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
13. Embed effective risk management practices to ensure continuous service delivery. Participate in training and exercises to remain prepared for potential disruptions.

14. Undertaking the responsibilities of the position adhering to:

- the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
- Equal Opportunity and anti-discrimination legislation and requirements;
- the requirements for the inclusion of people with disabilities in work and study;
- Occupational Health and Safety (OHS) legislation and requirements; and
- Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Technical Analyst, Finance Systems and Reporting reports to and works under the broad direction of Senior Manager, Finance Systems and Reporting and has a functional reporting line to the Manager, Reporting & Compliance. The position is not responsible for the direct management of any resources. The Technical Analyst, Finance Systems and Reporting will have responsibility to develop/refine database design, maintenance and reporting in relation to student load data repositories, always ensuring accuracy.

The Technical Analyst, Finance Systems and Reporting is expected to be able to analyse and independently solve operational and database maintenance and reporting problems in relation to both finance and student systems.

As the position will prepare reports and submissions, the Technical Analyst, Finance Systems and Reporting is expected to have a good understanding of database design and development to develop appropriate reports, and conduct analyses and validation processes.

The Technical Analyst, Finance Systems and Reporting is expected to work as an effective key part of the Systems & Reporting Team in its support of systems configuration and data reporting functions.

Position and organisational relationships

The Technical Analyst reports directly to the Senior Manager, Finance Systems and Reporting. In the provision of data analysis and reporting services, the position will be required to work collaboratively with other members of Finance Systems and Reporting team and other members of the Finance team. The incumbent will also work closely with business stakeholders and system users across the organisation.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Completion of:
 - a degree in Information Technology or a related discipline with subsequent relevant experience; or
 - extensive experience and specialist expertise, or
 - an equivalent combination of relevant experience and/or education and training.

Experience in a finance or accounting environment would be advantageous.

2. Hold a valid Employer Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

Experience, knowledge and attributes

3. Proven ability to extract, analyse and report data from large-scale ERP systems to support operational, financial and strategic decision making.
4. Experience in SQL includes demonstrated ability to write and understand complex queries.
5. Demonstrated ability in providing system configuration and analytical support, preferably for large complex corporate systems.
6. Advanced computer literacy skills, particularly in the use of spreadsheets and databases.
7. Demonstrated capacity to exercise initiative with solid analytical, problem solving and influencing skills.

8. Strong interpersonal and communication skills, with the ability to deliver complex information in understandable and digestible formats, and in compelling tables and graphics.
9. Excellent organisational skills, including the ability to prioritise tasks to ensure that deadlines are met whilst demonstrating accuracy and strong attention to detail.
10. Demonstrated working knowledge and application of the Child Safety Standards.
11. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.