

# Position description

Greater together 

Position title:	Analyst, Corporate and Commercial Finance
Institute/School/Centre/ Directorate/VCO:	Finance
Campus:	Mt Helen, Gippsland or Berwick 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:	Helen Machin, Financial Planning and Analysis Commercial Finance Lead Telephone: (03) 5327 6738 Email: h.machin@federation.edu.au
Recruitment number:	JR101198

## Position summary

The Analyst, Corporate and Commercial Finance is responsible for providing support to the Commercial and Corporate Finance Leads and ensuring the financial compliance and integrity of all financial and commercial information provided to internal and external stakeholders.

The position will be required to develop a comprehensive understanding of all University business units in order to disseminate, coordinate and present information to facilitate informed decision making and meet statutory, regulatory and legislative requirements.

## 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 University's programs and services.

The team has a diverse range of functions which support the core academic delivery. It is important that the right skills and behaviours within the Finance Portfolio are innate to drive success.

## 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 and coordinate a range of accounting activities, aligned to business needs and strategic priorities, in accordance with policies, procedures, Australian Accounting Standards, and agreed timelines. This includes:
  - a range of financial accounting activities including journals, reconciliations, contract assessments, asset management, and compliance reporting.
  - a range of financial management activities including budgeting, modelling, forecasting and financial analysis, reporting and performance monitoring.
2. Understand the financial impact to three-way reporting and forecasting (Profit and Loss, Balance Sheet and Cash Flow) at a business unit level and perform monthly detailed variance analysis and quality assurance of financial information.
3. Support Commercial and Corporate Finance Leads in providing specialist advice and financial support to stakeholders in relation to financial management, business cases, forecasting, budgeting, funding guidelines, project management and financial analysis.
4. Coordinate monthly quality assurance reviews to ensure adherence to budgets and financial procedures, perform targeted challenge meetings where necessary to address discrepancies and deviations.
5. Ensure accurate preparation of statutory reporting requirements and working papers to support external audit queries and funding body obligations, ensuring financial compliance.
6. Prepare data for disclosure in Annual Report as required by the Financial Reporting Directions (FRD) and Standing Directions (SD).
7. Coordinate and prepare regular management reporting information for the Vice Chancellor's Senior Team (VCST) and relevant committees.
8. Develop and maintain strong partnerships with functional areas and key staff across the University.
9. Develop an understanding of Student Load Planning process and key funding agreements.
10. Prepare and maintain product costing and indirect overheads allocation to understand product profitability and true cost of delivery.
11. Contribute towards process improvement projects, as well as policy development and improvement.
12. Ad-hoc reporting and analysis as required to support financial management within the University.
13. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
14. Embed effective risk management practices to ensure continuous service delivery. Participate in training and exercises to remain prepared for potential disruptions.
15. 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 Analyst, Corporate and Commercial Finance works under the broad direction of both the Financial, Planning and Analysis Commercial Finance Lead and Corporate Finance Lead.

The position is required to work independently as well as collaboratively within a team-based approach. The position requires the application of judgement, in particular the appropriate monitoring of risk and timely decision-making. The position will be required to develop a detailed understanding of the operating environment of the University and the sector, statutory obligations of the University, and internal financial policy and procedures. The position also requires an up-to-date knowledge of Australian Accounting Standards.

### Position and organisational relationships

The Analyst, Corporate and Commercial Finance reports to the Financial, Planning and Analysis Commercial Finance Lead. As part of the Corporate and Commercial Finance Team within the Finance Portfolio, this position assists in delivering a range of effective and efficient financial services.

The Finance Portfolio plays a primary role in the strategic management of financial resources across the University. The purpose of the Finance Portfolio is to provide leadership in finance and business planning and service, and partner with Institutes and Portfolios to provide them with valued services that deliver sound financial management, efficient processes, and professional relationships that support the University's objectives.

### 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 with at least four years subsequent relevant work experience; or
  - extensive experience and management expertise in technical or administrative fields; or
  - an equivalent combination of relevant experience and/or education/training.
2. Certified Practising Accountant (CPA) / Chartered Accountant (CA) or international equivalent, or actively working towards, is highly desired.

#### Experience, knowledge and attributes

1. In-depth knowledge of Australian Accounting Standards, with experience in interpreting and implementing standards.
2. Demonstrated experience in the preparation, interpretation and analysis of financial statements and accounts and presenting data in a meaningful way to various stakeholders, working with a high level of accuracy and attention to detail.
3. Demonstrated experience with year-end financial reporting and audit liaison experience, including compilation of external statutory reports.
4. Demonstrated experience and capabilities in financial management, including the development and monitoring of budgets and forecasts, and implementation of effective financial systems and processes.
5. Strong understanding of budget and forecast projections and their interdependency to cash flow profiling.
6. Demonstrated ability to exercise initiative and independent judgement to achieve specified outcomes, ensuring attention to detail while working both individually and collaboratively.
7. Highly developed written and verbal communication skills, including the ability to engage with and influence a diverse range of stakeholders, including those with varying levels of financial literacy.

8. Strong problem-solving and analytical skills, including the ability to quickly assimilate new concepts and information and deliver positive, innovative solutions.
9. Excellent organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines.
10. Demonstrated alignment with the University's commitment to child safety.

***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.*