**JOB DESCRIPTION**

Junior Commercial Analyst

# ABOUT UNITING

## Our purpose: Our values:

To inspire people, enliven communities and confront injustice.

As an organisation we are **Imaginative, Respectful, Compassionate** and

## Bold.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved **in** social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

# ABOUT THE ROLE

## Role Purpose

This role is responsible for utilising advanced data analytics to provide robust month end reporting, external regulatory obligations, and reports that enable more effective, timely and informed business decisions..

# ROLE KEY ACCOUNTABILITIES

You will be an integral member of the Financial Performance and Assurance team in the Business Planning and Analysis team through the following:

* Providing analysis of relevant research and operational information and assisting managers to evaluate and integrate the information they receive.
* Providing a collection of relevant data to assist with budgeting, the operation of the team and production of regular reports.
* Actively promoting safe work practices in the workplace during all activities consistent with Uniting's policies and comply with all WH&S legislation, policies and procedures.
* Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

As the Junior Commercial Analyst, your role specifically will: Financial modelling, analysis and reporting:

* + Manipulate, analyse and synthesise large volumes of data using automation (e.g., power pivots and Power BI)
  + Provide direct data, insight and analytical support to the Commercial Analyst - Senior Services and team
  + Actively be involved in commercial modelling for new service models, contracts and responding to changes in operational regulations.
  + Internal benchmarking of similar projects and external benchmarking where possible.
  + Develop dashboard reporting using data visualisation tools like Power Bl
  + Assist in the formulation of, and prepare documentation for, Financial and Operational data governance, data catalog and data quality assurance processes

Operational processes:

* + Support the month end, budget and rolling forecast work streams
  + Ensure the timely completion of regulatory obligations
  + Provide simple, clear, and succinct communication materials
  + Actively support the execution of new initiatives/ideas relating to systems, processes and operations to maximise financial performance
  + Proactively identify and highlight areas of both opportunities and significant challenges including the potential financial impact
  + Identify areas for process improvement

Client relationship:

* + Regularly engage with key stakeholders within the organisation, build strong, effective relationships, whilst gaining a comprehensive understanding of the relevant business segment.
  + Provide timely, relevant and quality information to managers to allow both informal and formal decisions to be made.

Self-leadership:

* + Actively engage and participate in the company's performance management framework and review processes
  + Actively manage upwards and across teams to deliver outcomes
  + Regularly share knowledge and areas of expertise with the team
  + Act in a manner which upholds and positively models the organisation's Code of Conduct and values.

# ABOUT YOU IN THE ROLE

As a staff member of Uniting, you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Your directorate: Finance Performance and Analysis team within the Finance, IT and Property directorate

You'll report to: Senior Commercial Analyst – Senior Services

# YOUR KEY CAPABILITIES

**Individual Leadership**

* Continuous performance improvements –Initiate and work with others by offering suggestions to streamlining current processes to do the job more efficiently.
* Owning the job - Takes ownership of responsibilities and honours commitments to stakeholders and within their own role and strive to achieve goals and deadlines with a solution focused mindset.
* Perseverance - Remains committed to completing the job in the face of challenges and barriers.
* Timeliness of work – Good time management practices in order to achieve due dates and planning tasks accordingly, effective communication with stakeholders to manage expectations.

**Business Acumen**

* Organisational Operation - Displays awareness of Uniting's business objectives and understands how personal objectives relate to those objectives.
* Organisational Objectives - Has broad awareness of Uniting's vision and values and how they apply to issues in the team.
* Develops and Grows the Business - Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals.
* Makes Sound Decisions -Analysis problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

# QUALIFICATIONS & EXPERIENCE

Qualifications:

* + Tertiary qualification in Accounting/Finance.
  + Current membership to the Australia Society of Certified Practicing Accountants (CPA), Institute of Chartered Accountants Australia (ICAA) or Chief Financial Analyst (CFA) institute

Experience:

Typically this role will require 2 or more years' experience in your field of expertise. You will have excellent written and verbal communication skills, be organized, systematic, thorough, accurate and disciplined. It is expected that you will be developing good skills at navigating a complex organisation as well as forging strong relationships.

* + Minimum 2 years of experience in a finance analyst or commercial/business analyst role, supporting a business segment with non-financial stakeholders
  + Demonstrated experience in producing accurate and timely management reports
  + Demonstrated experience in managing large volumes of data, analyzing data and drawing key insights
  + Advanced Microsoft excel skills
  + Good problem-solving skills

Even better:

* + - Power BI (or similar) experience
    - Experience in Residential Aged Care and Home and Community Care

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| **Employee Name:** | Insert employee name | **Manager's Name: Title** | Click here to enter text. |
| **Date:** | Insert date | **Date:** | Insert date |
| **Signature:** |  | **Signature:** |  |