SENIOR BUSINESS ANALYST

DEPARTMENT/UNIT Financial Resources Management

FACULTY/DIVISION Office of the Chief Financial Officer and Senior Vice President

CLASSIFICATION HEW Level 9

WORK LOCATION 211 Wellington Road, Mulgrave

ORGANISATIONAL CONTEXT

There’s a certain feeling you get from working at Monash University. It’s the feeling that you’re a part of something special. Something significant. So if you’re looking for the next chapter in your career, it’s here. You’ll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that’s filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at www.monash.edu.

The Office of the Chief Financial Officer and Senior Vice-President is one of the professional services portfolios supporting the University's core businesses of education and research. We provide best practice financial advice and services to the University. These include financial accounting, budgeting and reporting, procurement to payments, research and revenue accounting, business strategy, the University's banking relationships, investment funds and borrowings and the management of major projects with complex financial and legal dimensions. For more information on the work we do, please visit our website.

Financial Resources Management (FiRM) is responsible for managing the University's budgeting development and budget reporting processes. FiRM also provides quality and constructive advice, consultation and assistance to the University community regarding costing, funds management, financial analysis and cash flow forecasting. To learn more about us, please visit our website.

POSITION PURPOSE

The Senior Business Analyst applies system, accounting, project management expertise and experience to deliver a new costing capability for Monash University. Monash is seeking to implement an integrated and automated activity-based costing system to enable costing, reporting, analysis and decision making by activity (teaching, research, commercial, etc).

The position works closely with faculties, system owners and senior executives to deliver the above solutions and meet timeframes, budgets, objectives and quality measures.

The Senior Business Analyst is responsible for all aspects of project management, including providing expert advice, scoping the project and managing major change initiatives to support the delivery of project outcomes as required.
**Reporting Line:** The position reports to the Senior Finance Manager, Financial Resources Management under broad direction, working with a considerable degree of autonomy

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

### KEY RESPONSIBILITIES

1. Deliver a new costing capability for Monash University, which allows costing, reporting, analysis and decision making by activity (teaching, research, commercial, etc.) via an automated and integrated system within budget and an agreed time line

2. Contribute to strategic planning and achievement of business unit goals by developing strategies, initiatives and solutions to improve financial capability and respond to complex financial management issues, trends and opportunities

3. Perform, oversee and guide a range of financial management responsibilities aligned to business needs including financial planning, budgeting, forecasting, Activity Based Costing, transaction management, modelling, financial analysis, reporting and financial performance monitoring in accordance with university policies, procedures and standards

4. Lead and manage a work environment of continuous review and improvement of business practices, operational processes and service provision including development of policies, frameworks, systems and tools to enhance the delivery of services

5. Take accountability for and oversee compliance with all university financial, tax, legal requirements, policies and provisions as they relate to the finance function

6. Lead the scoping of and gather information on the project by consulting faculties, system owners, finance managers and senior executives

7. Develop processes, procedures and interfaces to enable and support the costing system

8. Manage and identify risks and issues and undertake research, develop options and provide practical project advice to management and stakeholders

9. Lead and manage project from conception to final delivery, drawing on current project management methodologies including; creating and obtaining approval of business cases, establishing project structure, identifying and engaging relevant stakeholders, scoping client needs, identifying project deliverables, overseeing the development of project documentation and reports, managing project progress and performance against milestones, and coordinating and reporting on post-implementation reviews

10. Initiate, develop and maintain strong partnerships with key stakeholders, including influencing and gaining support for project objectives by networking and hosting stakeholder meetings

11. Identify risks, issues and dependencies relating to large scale, complex projects and ensure that effective controls and risk mitigation strategies are in place

### KEY SELECTION CRITERIA

**Education/Qualifications**

1. The appointee will have:
   - Postgraduate qualifications in business or accounting, with current CA/CPA accreditation and extensive, relevant experience; or
   - extensive management experience and proven management expertise; or
   - an equivalent combination of relevant experience and/or education/training
Knowledge and Skills

2. Strong knowledge and experience in delivering similar costing capability projects
3. Advanced understanding of various financial systems and interfaces
4. Excellent knowledge of activity-based costing (ABC) and its applications in the industry
5. Exceptional project management skills with a proven record of successfully managing all aspects of large, complex, organisation-wide projects through to completion, including implementation and change management
6. Excellent management and customer service skills with proven ability to strategically manage finance functions and provide authoritative technical and policy advice at a high level
7. Outstanding planning and organisational skills, with experience in establishing priorities, allocating resources and meeting deadlines
8. Highly developed numeracy, analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
9. Superior interpersonal and communication skills with the ability to build successful relationships and influence, negotiate and achieve consensus, including effective communication at all levels and with those with varying levels of financial literacy
10. Advanced skills in data analysis and visualisation using Power BI, Power Pivot, Power Query and Excel

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- 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
- This position will require a successful National Police Record check

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.