

Position Description

Finance Systems Analyst

Position No: Insert existing number if unchanged / NEW

Business Unit: Data and Analytics

Division: Finance, Procurement and Data Analytics

Department: Data and Analytics

Classification Level: HEO7

Employment Type: Full-Time, Continuing

Campus Location: Melbourne (Bundoora)

Other Benefits: <http://www.latrobe.edu.au/jobs/working/benefits>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Context/Purpose

For the 1st 12 months this role will be under the leadership of the Data and Analytic team and then transition to the Enterprise Platforms teams, the position is responsible for developing, maintaining, and implementing the overall plan of change activities related to Finance System applications and business services, including a proactive engagement to identify business opportunities by utilising both current and emerging technologies and functionality to modernise, rationalise or decommission any related legacy applications. Managing and coordinating defect resolution, enhancements and significant changes for Finance business services and applications. Collaborate with key stakeholder groups and delivery partners to implement system fixes or enhancements that fully address client needs, continually improving and enhancing the capabilities and effectiveness of La Trobe's systems and processes.

Duties at this level will include:

- Performs tasks requiring the application of substantial theoretical and/or professional knowledge and experience to a range of issues and circumstances requiring considerable interpretation.
- Able to cross specialist, organisational or functional boundaries to coordinate actions and propose initiatives.
- Anticipates customer needs/requests, identifying opportunities and facilitating change management.
- Independently monitors, reviews and develops procedures in own functional area.
- Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.
- Develop and enable staff capability within the work area by monitoring and continuously managing their performance and mentoring them to meet current and future role requirements better. In doing this, provide staff with constructive feedback and support for high-quality performance contributions.
- Adapts procedures to fit policy prescriptions or uses theoretical principles in modifying and adapting techniques. The role may involve standalone work or the supervision of others to achieve objectives. It may also involve the interpretation of policy which has an impact beyond the immediate work area.
- Manages staff performing a related set of functions, usually with distinct areas of expertise, including allocating responsibilities, performance review, training and development of staff and development or oversight of program procedures, priorities and quality control systems.
- Operational responsibility for staff delivering significant administrative or professional services, including providing advice on procedures, systems, priorities and budgets for the function concerned to more senior managers.
- Develops proposals or recommendations and advises higher-level staff on program objectives, organisational structures and budget expenditure.
- Develops and/or improves staff capability within the work area, motivating and mentoring them to meet better the current and future requirements of the faculty/division/department/work unit.
- Provides consultancy advice to others, within or outside a Faculty or equivalent, as the recognised expert in a specialised theoretical, policy, or technical complexity area.
- Develop a detailed business and technical knowledge of the designated suites of applications to ensuring all components and/or interfaces to and from other applications and/or systems.
- Conduct a 2nd level support role and actively participate in the incident, defect and problem resolution to prevent incident reoccurrence and minimise the impact on the business.
- Participate in analysis, design, testing, deployment and post-implementation phases of projects affecting the application suite.

- For enhancements and significant changes, develop functional, security and data specifications translated from business requirements, user stories and/or acceptance criteria.
- Lead other IS teams and vendors to ensure currency of the required application instances and environments (e.g. latest patches applied).

Essential Criteria

Skills and knowledge required for the position

- A Degree with at least four years subsequent relevant experience to consolidate and extend the theories and principles learned, or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Demonstrated organisation and problem-solving skills, with an ability to manage several different projects concurrently.
- Demonstrated a high level of self-motivation and personal management skills.
- Proven ability to focus on objectives rather than procedures and precedents.
- Ability to develop innovative methodologies or take a leading role in applying proven techniques involving considerable theoretical and technical sophistication.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Demonstrated experience as a Functional Analyst / Business Systems Analyst in a project and/or support team with multiple application and reporting knowledge.
- Ability to lead a significantly complex piece of analysis work and collaborate with business and technology stakeholders to develop operational processes and technical requirements, with experience in soliciting and documentation of functional specifications and data requirements.
- Demonstrated experience in project delivery methodologies, such as SDLC and Agile.
- Demonstrated experience of working in an ITIL framework.

Capabilities required to be successful in the position

- Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a meaningful way to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, generating ideas to solve local problems and recommend improvements to current work practices.
- Ability to make sense of data to inform decision making – implementing ideas to improve local practices.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- *We are **Connected**:* We connect to the world outside — the students and communities we serve, both locally and globally.
- *We are **Innovative**:* We tackle the big issues of our time to transform the lives of our students and society.
- *We are **Accountable**:* We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care**:* We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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Initials: Date: