Position Description

Title: Analyst, Business Intelligence  
HEW Level: HEW 6

Faculty/Office: Finance  
Position Number:

Department/Team: Financial Planning & Analysis  
Date: January 2020

Position Purpose: Analyse financial business intelligence data through reporting, handle FP&A systems administration and maintenance.

**ORGANISATIONAL CONTEXT**

The Finance division provides a broad range of Financial Services to support the University’s mission of teaching and research.

These services include Financial Reporting to the University Executive, Council and stakeholders both in respect to statutory requirements and project reporting as well as preparation and monitoring of budgets in consultation with the University’s Faculties and Offices. Finance is responsible for the payment of invoices and staff claims, monitoring of credit cards, insurance, tax obligations, treasury, strategic procurement and asset management. The function is also responsible for the timely collection of University revenue including, Government grants, trade debtors and student fees and acts as the public face of the University during the enrolment process.

The function has responsibility for the expenditure of University funds and ensures that this expenditure meets the standards of public accountability imposed by statute, various contracts and University policy.

Business Intelligence aims to obtain, curate and deliver essential organisation data to provide insights and understanding to senior management, with the aim of enhancing the quality of decision making. Within the FP&A team this pertains primarily to finance related data, but also requires ongoing connection with broader performance measures and BI delivery across the organisation.
### KEY ACCOUNTABILITIES

- Maintain the integrity and functioning of financial reports through Calumo.
- Maintain user access and user management for Calumo, SQL Server Analysis Services (SSAS), Research Financial Reporting and PowerBI.
- Maintain and handle requests for system changes to financial reporting hierarchies and structures.
- Handle smaller data and ETL change requests under direction of Senior Systems Analyst.
- Perform development work and technical scoping for integration of MQ Health general ledger into Calumo via SQL and SSAS.
- Develop processes for consolidation of other controlled entities to allow Group financial reporting in Calumo.
- Automate and improve the highly-material teaching revenue recognition and journal processes to hand-over to teams outside of FP&A.
- Upskill and support the wider Finance Team in becoming self-sufficient in utilising systems (Calumo) and helping develop customised reporting.
- Support the budgeting and forecasting processes by training and answering queries regarding budget tools and processes.
- Develop finance department analytics for greater insights and management of University finances.
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

| Reports to: | Head of Group Financial Planning and Analysis Manager |
| Positions Reporting to: | Direct: nil |
| | Indirect: nil |

**Key Direct Clients:**
- Senior Systems Analyst (FP&A)
- Staff members in own office or department
- Immediate team members
- FP&A Report users across the university

**Other Key Relationships:**
- Business Intelligence Reporting Team (BIR)
- Information Technology Infrastructure & Networking
- Finance Systems team

**Budget Accountability:**
- Nil

**Role-specific Conditions:**
- Criminal history check

**Scope and autonomy:**
Within defined parameters, adapts and develops processed, procedures, systems and/or techniques that impact how work is performed.

**Problem solving:**
Regularly identifies, designs, develops and implement improvements to work procedures, practices, systems and/or techniques.
## CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tr>
<td><strong>Planning and Execution</strong>: Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Perseverance</strong>: Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Service Focus</strong>: Making stakeholders, staff, key contacts and their needs a priority.</td>
<td><strong>Accountability</strong>: Assuming responsibly for making decisions and delivering agreed outcomes.</td>
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<td><strong>Analysis and Judgement</strong>: Evaluating information and data to solve problems and make decisions.</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<td><strong>Teamwork</strong>: Working in collaboration with others to achieve shared goals.</td>
<td><strong>Integrity</strong>: Maintaining confidentiality, discretion and professionalism</td>
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REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Degree qualification in I.T., Information Systems or similar
- SQL coding experience
- Exposure to data management, preferably in a B.I. environment
- Exposure to SSAS (SQL Analysis Services) is preferred
- Ability to identify problems and provide solutions using established polices / procedures and seek appropriate guidance when problems are complex or beyond scope of major responsibilities.
- High level of verbal and written communication skills.

ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- The candidate is expected to increase proficiency in SQL and data management abilities
- The candidate is expected to become proficient in Calumo reporting and MDX
- The candidate will learn specific software and systems maintenance
- University specific knowledge to be acquired:
  - Financial Services’ systems functions and structure.
  - Knowledge of Financial Services’ policies, systems, processes and procedures.
  - Knowledge of how the University works and how relevant functions across the University interrelate.

KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

- Experience in SQL and some proficiency in writing SQL queries/ETL’s
- Experience working with financial and general ledger data is a big PLUS.
- Experience working with B.I. reporting tools (Calumo, PowerBI, Tableau etc.)
- Experience being autonomous in working with other departments to obtain required data or understand requirements
- Ability to communicate with staff at all levels.
- Smaller scale project management experience
- Working with stakeholders to understand and develop reporting/business intelligence requirements.