### Position Description

<table>
<thead>
<tr>
<th>College/Division:</th>
<th>Finance and Business Services</th>
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<tr>
<td>Department/Unit:</td>
<td>Finance Business Solutions</td>
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<tr>
<td>Position Title:</td>
<td>Senior Business Analyst</td>
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<tr>
<td>Classification:</td>
<td>ANU Officer Grade 8 (Administration)</td>
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<td>Responsible to:</td>
<td>Manager, Finance Business Solutions</td>
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<tr>
<td>Number of positions that report to this role:</td>
<td>Nil</td>
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<td>Delegation(s) Assigned:</td>
<td>Nil</td>
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**PURPOSE STATEMENT:**
The Business Solutions Office, Finance & Business Services, strives to develop best practice Financial information technology (IT) solutions. The Group aims to meet the existing and emerging information needs of the University Community by ensuring the University has dynamic and robust systems in place to capture and report financial information in an efficient, timely and accurate manner. The Senior Business Analyst assists in the coordination and management of change and the optimum use of IT as it applies to Finance and related information management both within and external to the Finance & Business Services Division in the Australian National University.

**KEY ACCOUNTABILITY AREAS:**

**Position Dimension & Relationships:**
Under broad direction of the Manager, Finance Business Solutions the Senior Business Analyst will assists in the coordination and management of change and the optimum use of information technology (IT) as it applies to Finance and related information management both within and external to the Finance & Business Services Division.

**Role Statement:**
Under broad direction of the Manager, Finance and Business Solutions:
- Execute projects and undertake systems development tasks to enable the implementation of new and enhanced financial management information systems solutions including:
  - investigation and analysis of business requirements;
  - investigation and analysis of system functionality;
  - analysis, design and documentation of financial business processes;
  - specification of user requirements and system developments;
  - configuration of applications to meet business requirements;
  - coordination of project tasks;
  - user acceptance testing; and
  - provision of user training and documentation
  - evaluation of desktop applications.
- Liaise with University managers, administrative staff and technical staff to ensure that University-wide user requirements are met.
- Ensure the security and data integrity of finance management information systems is assured by:
  - designing and reviewing system profiles;
  - designing, reviewing and maintaining data integrity procedures on a regular basis;
  - evaluating control risks and mechanisms in system processes; and
  - ensuring solutions are adequately tested and quality assured before implementation Resolving problems and assisting in issues raised by users of the University’s financial systems through the manning of the ESP Financials Helpdesk. This may result in a variety of tasks being performed to assist clients of the Helpdesk.
- Undertake or provide assistance with evaluation and advice on the impact of Finance policies, proposals and procedures on existing or proposed Finance management information systems.
- Providing mentoring and supervisory support on a variety of tasks performed by the team.

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- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification of the position and in line with the principle of multi-skilling and professional development.

See the classification descriptors for professional staff and minimum standards for academic staff

**SELECTION CRITERIA:**

1. Recognised business and/or information systems qualifications and relevant experience or an equivalent combination of relevant experience and education/training. Membership in a professional institution (CPA or CA) is required.
2. Demonstrated experience in the specification of requirements for the support and enhancement of financial enterprise information systems.
3. Demonstrated experience in configuring, testing and implementation of enterprise solutions using a standard project methodology in relation to the functional support, analysis and configuration of an Enterprise Financial Application, preferably Oracle PeopleSoft.
4. Proven ability to analyse and solve problems in administrative areas & to interpret data for the provision of management information particularly in relation to financial management, preferably within the tertiary sector.
5. Demonstrated experience in communicating effectively with business owners and enterprise system users, to elicit and document business processes and requirements.
6. Demonstrated experience in communicating effectively with system developers and provide comprehensive technical specifications of business requirements.
7. Demonstrated ability to work effectively as part of a team in a client-focused environment & to provide supervisory/mentoring support.
8. Proven ability to show initiative to improve business processes and be analytical in an ever changing professional environment.
9. A demonstrated understanding of equal opportunity principles and polices and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

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<th>Supervisor/Delegate Signature:</th>
<th>Date:</th>
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<tr>
<td>Printed Name:</td>
<td>Uni ID:</td>
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**References:**

- Professional Staff Classification Descriptors
- Academic Minimum Standards

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