Position Description

Finance Analyst

Position Level
Faculty/Division
Division of Operations
Position Number
ADMIN ONLY
Original document creation
October 2020

Position Summary

The Finance Analyst delivers financial management activities, including financial planning, forecasting and reporting across all funding sources, data analysis, financial modelling and adhoc reporting.

The Finance Analyst position is located in both the Finance Business Partnering and Financial Planning & Analysis teams. The position reports to a Manager and has no direct reports.

The Finance Business Partnering team is accountable for providing end-to-end finance services to Faculties and Divisions, including financial planning, forecasting and reporting, financial analysis and decision support, general accounting and transactional services across all funding sources.

The Financial Planning & Analysis team has accountability for the financial management process across the University.

Accountabilities

Specific accountabilities for this role include:

- Delivery of financial management activities including planning, forecasting, reporting, and analysis activities.
- Develop financial modelling and scenario analysis and advice to support decision making.
- Collaborate with relevant stakeholders and customers to support the development of business area financial plans, report financial performance and monitor expenditure across operational, strategic and external funds.
- Investigate variances to budget and forecasts to ensure all issues and/or compliance breaches are identified and managed in a timely manner.
- Identify, report and manage financial risks and opportunities in line with relevant policy, procedure and regulations.
- Contribute to financial modelling and cost benefit analysis activities in the development of business cases.
- Provide guidance and support to customers and stakeholders to ensure financial processes and responsibilities are understood.

- Meet customer and Finance needs by undertaking any other duties that are required commensurate with the role and level.

- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

**Skills and Experience**

- Relevant tertiary qualification with CA or CPA qualification (or equivalent) and relevant professional sector experience.

- Strong experience in core and complex financial management and financial control processes, insight driven analysis and modelling, providing accurate operational advice and delivering financial services.

- Demonstrated ability to absorb information and utilise it to analyse, interpret and integrate data.

- Highly developed audience appropriate communication, interpersonal, and stakeholder management skills and demonstrated ability to inform, persuade and negotiate successfully with a wide range of internal and external stakeholders.

- Extensive working knowledge of analytical tools, in particular, a high level of proficiency in Microsoft Excel and its application in financial modelling and analysis as well as computer applications, enterprise systems, and the delivery of reports and presentations.

- Highly developed organisational skills, with a demonstrated ability to respond to changing priorities, work independently with effectiveness, manage multiple tasks and meet competing deadlines by using judgement and initiative and resolve complex problems as they arise.

- An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.