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## POSITION DESCRIPTION

# Finance Analyst

Faculty/Division

Classification Level

Hours & Span (Category)

Position number

Shiftwork status

Allowances

On call arrangements

Original document creation

Division of Operations

Professional 7

G - Administrative, Clerical, Computing, Professional & Research Staff

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NOT SHIFTWORKER

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1 April 2023

### 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 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 position reports to the Finance Manager and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Support the preparation and delivery of financial management activities including month end, planning, forecasting, reporting and analysis activities, working with relevant stakeholders and customers to achieve desired outcomes.
- Undertake financial modelling and scenario analysis 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, risks and/or compliance breaches are identified and managed in a timely manner.
- Collaborate with customers/Chief Investigators to monitor budgets, ensuring data integrity and alignment to financial management and control frameworks, relevant policy and contractual obligations.
- 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 psychosocial or physical health and safety of yourself or others.

### **Skills and Experience**

- Relevant tertiary qualification and completion of a CA or CPA qualification (or equivalent) and relevant professional sector experience.
- Demonstrated experience in core financial management and financial control processes, financial analysis, providing accurate operational advice and delivering financial services.
- Well-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.
- Sound working knowledge of analytical tools, in particular, a good 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 time management and organisational skills, and the ability to work well under pressure and manage multiple tasks with competing deadlines, adopting a commitment to providing excellent customer service.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

### **Pre-employment checks required for this position**

- Verification of qualifications

#### **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.