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## POSITION DESCRIPTION

# Finance Business Analyst

Faculty/Division

Classification Level

Hours & Span (Category)

Position number

Shiftwork status

Allowances

On call arrangements

Original document creation

Division of Operations

Professional 8

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

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NOT SHIFTWORKER

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21 February 2024

### Position Summary

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

The position will be a part of the Finance Business Partnering team that 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:

- 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](#).
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

### **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 & 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.