

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	Senior Financial Analyst - Enterprise Performance
POSITION NUMBER:	0808
DIVISION:	Corporate Services
DEPARTMENT:	Financial Services
CLASSIFICATION:	Band 8
REPORTS TO:	Manager - Financial Planning and Analysis
DIRECTLY MANAGES:	N/A
INTERNAL LIAISONS:	Council Staff
EXTERNAL LIAISONS:	Auditors, consultants
DATE:	May 2023

POSITION OBJECTIVES:

The Senior Financial Analyst - Enterprise Performance is responsible for the provision of corporate program reporting services to support the development and tracking of budget, monthly and quarterly on-line reporting.

The role provides relevant and timely financial and business performance management analysis, strategic advice and specialises support to Council & Executive Leadership levels to enable informed decisions and actions.

Plays a key role in the development and delivery of Council's annual budget and long term financial plan.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Deliver the Council Long Term Financial Plan and provide updated data to Executive Leadership Team and Councillors to enable informed strategic and financial decisions.
2. Provide strategic financial advice and decision analysis support for Council and the Executive Leadership team
3. Assess impacts and provide strategic guidance on the Council's Long Term Financial Plan on initiatives including business cases, structure and service reviews, process improvement, cost management initiatives etc.
4. Oversee organisational financial reporting by divisions to meet corporate timelines and standards.
5. Deliver monthly and quarterly management reports for the Executive Leadership Team and Council, highlighting key variances to budget, risks and opportunities.
6. Deliver the preparation of the budgeted financial statements, long term financial plan and supporting notes/appendices in the annual budget publication.
7. Deliver the organisational quarterly forecasting process.
8. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.
9. Adhere to all Council's policies and procedures relevant to this position.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity e.g. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

CHILD SAFE:

City of Greater Geelong is committed to being a child safe organisation and has zero tolerance for child abuse. The focus of our work is on children under the age of 18. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.

We are committed to:

1. Preventing child abuse occurring within our services, programs and facilities.
2. Creating an organisational culture of child safety.
3. Setting clear expectations of employees, volunteers and contractors as to what is required to keep children safe.
4. Ensuring employees, volunteers, contractors are clear about their responsibilities when they suspect abuse of a child.
5. Ensuring all suspected abuse is reported and fully investigated.

DIVERSITY AND INCLUSION:

City of Greater Geelong recognises the value of the diversity and strength of Aboriginal and Torres Strait Islander cultures to the heritage of all Australians and encourages Aboriginal and Torres Strait Islander people to apply.

KEY SELECTION CRITERIA:**Qualifications:**

1. Relevant Tertiary qualification in a commerce, accounting or business
2. Chartered Accountant or Certified Practising Accountant (essential)

Essential:

1. Sound experience in financial performance management and analysis
2. Highly developed analytical, investigative, interpretative and presentation skills
3. Ability to provide strategic advice to enable to decision making
4. Sound problem solving ability
5. Strong written and verbal communication skills
6. Ability to effectively engage across all levels of an organisation, especially at the executive level
7. Demonstrated ability to effectively plan, organise and manage own time to achieve targets within a set timetable
8. Drive to lead on delivering outcomes
9. Demonstrated ability to work autonomously and contribute to a positive team environment
10. Covid19 vaccinations.

Desirable:

1. Experience in a government environment.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Delivery of the organisational annual budget publication.
- The timely delivery of sound financial and performance management analysis to Council and the Executive Leadership Team.
- The provision of specialist financial advice to Council and the Executive Leadership Team.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.
- Ensure compliance with appropriate corporate financial and performance reporting standards i.e. approved budget variations.
- Manage the development of the long term financial plan to reflect the organisations corporate objective.

JUDGEMENT AND DECISION MAKING:

- The position requires an officer who can work independently and unsupervised, take control and show initiative in new and unexpected situations, has strong analytical skills, problem resolution and a capacity to recommend clear actions.
- The position has the authority to make decisions on routine matters relevant to the position and provide appropriate solutions regarding day to day performance of the position
- As a financial advisor to the organisation the position will be required to exercise judgement and decision making in the provision of guidance and advice.
- As a member of a professional specialist team, the judgement and decisions made have a potential to influence unit performance
- Decisions of a non-routine or politically sensitive nature are referred to the Coordinator

SPECIALIST SKILLS AND KNOWLEDGE:

- An understanding of Local Government operations and financial management and reporting requirements.
- Ability to develop specialist skills in Council's software applications and deliver advanced reporting relevant to this position. (i.e. Oracle Financials, BIS, Pathway and Discoverer report writer.)
- Advanced Excel spread sheeting skills (including macros, filters, pivot tables, scenarios, etc.)
- Ability to prepare and monitor annual budgets.

- Highly developed research, analytical and investigative skills; including the ability to source and interpret complex financial and project data.
- Proven ability to prepare complex financial statements, reports and briefing papers.
- Preparing reports to Management and Council as required.

MANAGEMENT SKILLS:

- Demonstrated problem solving abilities.
- Manage conflicting priorities or objectives in meeting deadlines
- Ability to work unsupervised.
- Ability to effectively manage time, prioritise tasks in a changing environment, work on a number of projects simultaneously and respond to immediate needs.
- Understand and comply with relevant Council personnel policies and practices.

INTERPERSONAL SKILLS:

- Ability to interact with Council staff at all levels of the organisation.
- Ability to be self-motivated and to work as part of a team
- Drive, energy and positive outlook.
- Create reports and liaise with Councillors, Council staff and external parties.
- Problem resolution on financial issues of a specialist nature.
- Ability to demonstrate integrity, responsibility, respect and innovation in all aspects of the position.
- Flexibility to ensure that tasks can be assigned within the office on a needs basis.