



POSITION DESCRIPTION

POSITION TITLE	Senior Business Analyst
DIVISION	Finance
DEPARTMENT	Finance
REPORTS TO	Head of Financial Planning and Analysis.

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

DEPARTMENT PURPOSE

The Brotherhood's Finance department has a responsibility for providing high quality information and advice to all levels of the organisation plus developing and achieving best practice for the Finance function.

The Department is responsible for the preparation of timely and accurate financial information, maintaining a strong system of internal control and facilitating the management of the organisation's financial resources in an effective and sustainable way.

POSITION PURPOSE

This role combines excellent analytical skills with a thorough knowledge of accounting principles to compile and analyse financial reports and forecasts, as well as guide operational

managers in the evaluation of business cases, contract tenders and the allocation of BSL's resources.

Responsibilities include analysing and presenting key financial data to assist Senior Management in making critical business decisions, managing the budgeting and forecasting process and supporting the strategic decision-making process through the provision of financial modelling.

This role will ensure that costs are monitored and controlled in alignment with BSLs financial sustainability objectives. It will also support with financial project work within the related departments and with wider financial capability uplift.

KEY RESPONSIBILITIES

- Lead the delivery of key business activities identified as part of the FP&A function's partnering responsibility, including planning, execution, monitoring, and completion, ensuring alignment with financial objectives.
- Drive the implementation of process efficiency initiatives within the FP&A function, identifying areas for improvement, streamlining workflows, and ensuring optimal resource utilisation to enhance operational effectiveness.
- Provision of commercial analysis and insight regarding the monthly results, budgets and forecast variances to enable operational managers to manage costs efficiently and effectively and identify risks and opportunities for the organisation.
- Lead the review of the monthly performance analysis and forecasting process with the various department heads and directors, providing insight and expert guidance as required.
- Prepare reports as required to external funding bodies including management of the external audit process where required.
- Work collaboratively with the Portfolios to drive the quarterly forecasting and annual budgeting process.
- Identify and document organisational risks and opportunities.
- Evaluate business case proposals, commercial tenders and negotiations and provide expertise and assistance in the compilations of contract & funding tenders as required.
- Conduct monthly reviews of program revenue and expenditure to ensure financial compliance with Australian Accounting standards and Funding conditions.
- Documentation of all revenue contract impact assessments (AASB15 or AASB1058); review and maintenance for contract variations, extensions or terminations; ensure revenue recognition is aligned to documentation.
- Responsible for the maintenance of an up-to-date suite of process documents and work instructions for the work performed by this role.
- Ensure compliance with internal financial controls.
- Work collaboratively with the whole Finance team to build and enhance the reputation of Finance across the organisation as a group of trusted professionals,

committed to excellence in all that we do.

- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities.
- Model BSL's values and adhere to the Code of Conduct in everyday work practices.
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
- In collaboration with manager, set goals and objectives to ensure outcomes are met.
- Other duties as required.

KEY SELECTION CRITERIA

Career Experience:

We appreciate demonstratable experience in the following areas:

- Service and program contract management and contract negotiation
- Implementation of financial systems, including project accounting modules
- Building reporting packages via business intelligence tools
- Financial modelling
- Industry knowledge of Aged Care, NDIS or grant agreements

Personal Qualities:

- Strong problem solving, critical thinking ability
- Strong stakeholder management skills, with the ability to proactively lead and collaborate with colleagues to deliver on joint objectives
- Clear and confident communication skills – both written and verbal. Including the ability to take complex and detailed issues and explain them in a clear and appropriate manner
- A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

Qualifications/other:

- Bachelor's degree in Accounting, Commerce, or Economics (or similar fields)
- CA / CPA qualified
- Strong knowledge of Excel required; experience with Microsoft D365 preferred

MANDATORY EMPLOYMENT CRITERIA

- Specific work requirements include weekend work, evening shifts, public holidays, work based travel, after hours on call, attendance at a variety of different work locations
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required - BSL will support successful candidates in this process

- A Working with Children Check is required - BSL will support successful candidates in this process.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.