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| **Division:**  | *Television* | Position Title: |  *Financial Analyst* |
| **Department:**  | **TV Business** | **Classification:** | **Band 6** |
| **Location:** | **Ultimo, Sydney** | **Position No:**  |  |
| **Reporting to:** | **FPA&I Manager P408166** | **Approval Date:**  |  |  |
| **Purpose:** | Provide budgeting, cost centre financial management, forecasting and analysis for the TV division. Support the implementation of TV projects across the division. |
| **Key Accountabilities:** Budget & forecasting* Under the guidance of the Manager, Financial Planning, Analysis and Insights develop, co-ordinate, maintain division information systems and spreadsheets relating to budgets, forecasts, and cost centre level management accounting reports.
	1. Prepare annual budget templates for all non-content cost centres in the TV division to facilitate budget submissions from cost centre owners/ financial representatives.
	2. Prepare monthly forecasting template and process to ensure overhead costs are forecast in an accurate and timely manner.
	3. Facilitate consolidated reporting and analysis of the budget.
* For a limited group of overhead cost centres :
	1. Administer overhead cost budgets, analyse and prepare budget/ financial reports and follow up issues.
	2. Preparing forecast estimates and monitor, analyse and report on performance for overhead costs.
	3. Provide financial management advice and service to cost centre owners to ensure all costs are managed within budget levels and identify savings opportunities.
* Work with the TV Business team to help identify and develop systems to improve information and reporting.
* Work with Finance to ensure TV division compliance with the ABC’s financial policies and procedures.

Analysis & reporting* Provide analytical support to TV projects and change initiatives.
* Undertake detailed financial and data analysis to provide variance analysis across Divisional TV cost centres.
* Provide ad hoc analysis on TV cost centres as requested.
* Provide reports to stakeholders at all levels of the TV Division.

Financial administration* Send employment contract renewal reminders to cost centre owners/ managers.
* Maintain the minor assets register for the Television division.

Stakeholder management* Maintain effective communication with colleagues to share information, keep abreast of relevant issues/developments across the corporation and ensure alignment within the department.
* Build and maintain strong working relationships with key managers and staff within TV, the wider corporation and external stakeholders as required.
* Actively promote the ABC Values and apply all relevant workplace policies and guidelines.
* All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Divisional Directors and Other Officers.
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| **Key Capabilities/Qualifications/Experience:**1. Relevant tertiary and part/newly qualified CA/CPA qualifications.
2. Advanced analytical, financial modelling and problem solving skills with the proven ability to logically evaluate information, identify important issues and reach sound conclusions.
3. Demonstrated experience in budgeting, forecasting as well as management reporting.
4. Proven ability to demonstrate a high level of attention to detail and accuracy/ efficiency of work
5. Demonstrated experience in delivering quality, business-focused solutions in a large and complex organisation.
6. Demonstrated ability to identify opportunities, develop solutions and implement process improvement changes.
7. Demonstrated highly developed organisational and planning skills, with an ability to operate in a changing environment.
8. Demonstrated high level communication, interpersonal and conflict resolution skills with the ability to engage with and influence internal stakeholders at all levels.
9. Demonstrated ability to work collaboratively within a high pressure environment.
10. Proven ability to demonstrate strong report writing and presentation skills.
11. An understanding of and commitment to the ABC’s [aims, values and workplace policies.](http://about.abc.net.au/)
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