**JOB DESCRIPTION**

# Senior Commercial Analyst – Communities

# **ABOUT UNITING**

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities, and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation, or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

# **ABOUT THE ROLE**

**Role Purpose**

This is a highly visible role within the Communities directorate, responsible for financial planning, modelling, and business optimization.

Partner with operational teams, leveraging key relationships with the leadership team by providing relevant and reliable financial information, analysis, interpretation, and modelling.

Provide business performance insights and recommendations to support decision making.

# ROLE KEY ACCOUNTABILITIES

* **Providing analysis** of relevant research and operational information and assisting managers to evaluate and integrate the information they receive.
* Providing a collection of relevant data to assist with **budgeting**, the operation of the team and production of regular reports.
* **Conducting specialised studies as required**, providing insights into the operation of the team and the organisation.
* Implement and **monitor strategic targets and tactical action plans** with Head of the businesses and take corrective action as required.
* Coordinating and maintaining **team management systems** and ensuring relevant information is input on a consistent and regular basis.
* Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender, and age.
* Provide consistent and visible leadership in WH&S behaviours and actions within the team and department and ensure there is a safe working environment, and that staff are properly trained to be able to work in a safe manner.

As the Senior Commercial Analyst in Communities, your role specifically will:

## Financial modelling, analysis, and reporting:

* **Analyse and synthesise large volumes** of data using automation (e.g. macros, power pivots), **developing dashboard reporting** using data visualisation tools like Power Bl
* Build and easily manipulate **advanced financial models**, including 3-way rolling financial statements (P&L, Cash flow, Balance Sheet) and valuation models.
* Develop **medium term business forecasts** that incorporate the organisation's strategy as well as industry trends.
* **Develop actionable insights and recommendations** from analysing data and trends and help drive financial and operational performance with the business.

## Operational processes:

* Provide **simple, clear, and succinct communication** materials.
* Proactively identify and highlight areas of both opportunities and significant challenges including the potential financial impact.
* Provide necessary **financial reporting and analysis** **to support** the completion of regular Board, Executive and Management reporting requirements.
* Drive the month end, budget and rolling forecast work streams for the Directorate, with best practice principles and organisational strategy in mind.
* Establish an independent view on key drivers/assumptions based on interpretation of both internal and external information and have the confidence to constructively challenge management.
* Prepare and evaluate business cases and tenders.
* Ensure the timely completion of regulatory obligations.
* Create and drive continuous improvements relating to systems and processes.

## Client relationship:

* Regularly engage with key stakeholders within the organisation, build strong, effective, and strategic relationships, whilst gaining a comprehensive understanding of the relevant business segment. Become a trusted advisor.
* Influence senior stakeholders to achieve positive outcomes.
* Deliver effective financial coaching and education to enable a greater understanding of financial outcomes to non-finance people.
* Provide comprehensive, timely, relevant, and quality advice to managers to allow both informal and formal decisions to be made.

## Self and team management:

* Actively engage and participate in the organisation’s performance management framework and review processes for yourself and your team.
* Actively manage upwards and across teams to deliver outcomes.
* Promote knowledge sharing through presentation of work undertaken and regular updates of central database.
* Act in a manner which upholds and positively models the organisation's Code of Conduct and values.
* Undertake direct reports’ coaching and development, manage workload and provide guidance with regards to prioritisation and workload.

# ABOUT YOU IN THE ROLE

As a staff member of Uniting, you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation, or gender identity.

**Your directorates:**  Finance, Property, and IT

**You’ll report to: Commercial Manager - Communities**

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# YOUR KEY CAPABILITIES

**People Leadership**

* **Delivers performance through others -** Clearly delegates and assigns responsibility, evaluating performance along the way.
* **Creates and builds the capability of our people -** Enriches Uniting's overall capability through selection, feedback & the development of excellent people.
* **Builds diverse, highly engaged teams -** Builds effective teams with the morale and capability to cope with change effectively.

**Business Leadership**

* **A proven thought leader** – Challenges the status-quo and, using sound judgement and experience, influences stakeholders take a different path.
* **Demonstrates Business Acumen & Delivers Results -** Understands Uniting's business, market and competitors and drives to deliver ever improving results.
* **Develops and Grows the Business -** Understands the changing market landscape and positions Uniting for growth.
* **Reaches Commercial Decisions -** Makes effective commercial decisions with the information, time, and resources available.

# YOUR QUALIFICATIONS & EXPERIENCE

**Qualifications:**

Bachelor qualification in Accounting/Finance and CPA/CA qualified

**Experience:**

* Typically, this role will require 6 or more years' experience in your field of expertise. You will have excellent written and verbal communication skills, be organized, systematic, thorough, accurate and disciplined.
* You will be continuing to develop in your area of expertise and be expected to provide innovative ideas to solve problems in your discipline. It is expected that you will have good skills at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority as required.
* Minimum 6 years of experience in a finance analyst or commercial/business analyst role, supporting a business segment with non-financial stakeholders.
* Demonstrated experience in managing large volumes of data, drawing key insights, and providing clear conclusions/recommendations.
* Demonstrated experience creating financial models.
* Demonstrated experience in projecting P&L, Cash flow and Balance Sheet.
* Demonstrated experience in developing dashboard reporting and effective PowerPoint presentations.
* Demonstrated experience in developing strategic relationships with senior stakeholders that has led to positive outcomes.
* Proven experience with coaching and developing team members.
* Highly productive, with the ability and interest to learn new concepts.
* Advanced Microsoft Excel skills
* Advanced problem-solving skills

**Even better:**

* Adaptive insights experience
* Power pivots experience
* VBA macro experience
* Experience in the Communities or Not-for-profit sectors
* Experience using **Workday Adaptive Insights**
* Experience using **Microsoft Dynamics 365**

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