

## ***Position Description***

<b>College/Division:</b>	Finance & Business Services
<b>Faculty/School/Centre:</b>	
<b>Department/Unit:</b>	Financial Planning & Analysis
<b>Position Title:</b>	Senior Financial Planning and Analysis Accountant
<b>Classification:</b>	ANU Officer Level 8 (Administration)
<b>Position No:</b>	New
<b>Responsible to:</b>	Manager, Financial Planning and Analysis
<b>Number of positions that report to this role:</b>	Nil
<b>Delegation(s) Assigned:</b>	

### **PURPOSE STATEMENT:**

The Senior Financial Planning & Analysis Accountant (Senior FP&A Accountant) is an integral member of the FP&A team within the Financial Business and Services Division (F&BS) which manages the University's budgeting, forecasting and financial planning processes. They have the primary responsibility of coordinating the University's budgeting, forecasting and financial planning processes and providing comprehensive and insightful management reporting, analysis and advice on complex financial issues.

### **KEY ACCOUNTABILITY AREAS:**

#### **Position Dimension & Relationships:**

The Senior FP&A Accountant is responsible for the coordination and preparation of the University's annual budget and quarterly financial forecasts and providing high level support and assistance in managing the annual financial planning process. The Senior FP&A Accountant will also undertake financial modelling and preparing relevant financial analysis to support strategic initiatives and special projects. They are responsive to relevant University stakeholders and collaborate with the Financial Planning & Analysis and Corporate Finance & Financial Reporting teams of F&BS to lead, develop and implement financial processes, strategies and initiatives across the University

#### **Role Statement:**

Under broad direction this position will;

1. Coordinate and significantly contribute to the preparation of the University Budget including internal budgets and periodic forecasts, taking a lead role in compiling supporting schedules, reports and commentary for presentation to the University Executive, Finance Committee, Council and other internal stakeholders. This includes assisting with the maintenance and continual improvement of the University's budgeting, forecasting and financial planning modelling tools, including annual maintenance and data refreshes.
2. Compile and distribute all budget materials, forms, templates, and necessary guidelines to support the annual budget and reporting cycle. Liaise closely with senior University Management and Portfolio and Service Division Directors to ensure all budgeting and reporting policies and procedures are continuously developed and maintained to ensure they are relevant and adhere to internal and external governance requirements.
3. Compile periodic reports on key financial metrics, targets and financial trends of the University's performance, analysing performance against targets, highlighting and commenting on unexpected variances.

4. Identify and analyse complex issues, problems, and opportunities employing a variety of techniques including but not limited to comparing data from multiple sources to draw conclusions, utilising effective approaches for choosing a course of action or appropriate solution and exercising judgement to take action that is consistent with available facts, constraints, and probable consequences.
5. Develop complex financial models and costing exercises, providing sound, value-add financial advice as required to support special projects and strategic initiatives.
6. Assist in the supervision of junior team members providing training, coaching and mentoring to support their performance development. This may include, at times, direct supervision of staff
7. Oversee the maintenance of the general ledger and budgeting system (TM1), ensuring all approved changes to the organisational structure of the University are updated in relevant enterprise systems.
8. In conjunction with the relevant internal stakeholders, provide data, input and review of all student and research related statistical government reporting submissions.
9. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
10. Perform other duties as requested consistent with the classification level of the position and in line with the principle of multi-skilling.

#### **SELECTION CRITERIA:**

1. Progress towards relevant postgraduate tertiary accounting, financial or business qualification and demonstrated extensive relevant experience in a complex organisation. Membership of a professional institution (CPA or CA) is required.
2. Proven high-level financial budgeting, forecasting, modelling and reporting skills. This will include experience in working with complex financial management information systems and the proven ability to write, interpret and apply financial policies and procedures.
3. Demonstrated understanding of contemporary budgeting and management reporting practices with experience in and ability to provide senior management with strategic financial advice and concise, tailored, interpretative reports, which identify and analyse key elements of financial results.
4. High-level financial modelling skills including demonstrated experience manipulating large datasets from multiple sources and using online data management systems. Proficiency using the MsOffice suite including strong Excel skills is essential. Experience with TM1 or comparable budgeting and reporting systems, will be highly regarded.
5. Strong interpersonal, written and verbal communication skills with proven ability to develop and maintain relationships and influence colleagues to deliver on programs of work within agreed timelines.
6. Strong leadership skills with demonstrated ability to work collaboratively within a team to deliver on challenging objectives accurately with a focus on timeliness and quality.
7. A demonstrated high level of understanding of equal opportunity principles and occupational health and safety and commitment to their application in a university context.

*The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.*

<b>Delegate Signature:</b>		<b>Date:</b>	
Printed Name:		<b>Position:</b>	

#### **References:**

[General Staff Classification Descriptors](#)