



Position Description

Business Analyst – Budget & Planning

Business Services

Division of Finance

Classification	Level 7
Special conditions	Nil
Workplace agreement	Charles Sturt University Enterprise Agreement
Date last reviewed	September 2024

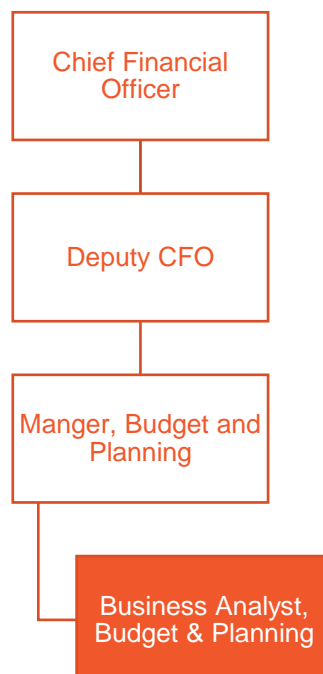
Division of Finance

Deputy CFO Office

The Division of Finance provides a range of corporate services involving finance, accounting operations and systems, and the operation of commercial and campus-based services.

The vision of the Division is to strive for excellence in strategic resource management, the provision of professional services and systems, and the conduct of business that supports the University to fulfil its strategic plan.

Organisational chart





Reporting relationship

This position reports to: Manager, Budget and Planning

This position supervises: N/A

Key working relationships

- Manager, Budget and Planning
- Deputy CFO
- Finance Business Partner Network
- Corporate Services Team
- Financial Services Team

Position overview

The Business Analyst – Budget & Planning is responsible for supporting the business planning process to enable financially informed business decisions.

The Business Analyst plays a key role in the development of the university wide annual budget, monitoring performance to budget and monitoring the medium term financial trajectory (to 2030). They will analyse financial trends and build financials models to produce reports for senior stakeholders containing succinct impactful commentary.

Principal responsibilities

- **Values:** Consistently embody the University's values in behaviour and decision-making, while encouraging inclusivity and collaboration to foster a safe and respectful work environment.
- **Advise:** Provide Faculties and Divisions with strategic financial advice and management tools to fulfil their budgetary and financial duties, including:
 - Supporting activity owners / champions in developing business concepts into business plans.
 - Prepare cost/benefit analysis on business activities, including: purchasing of equipment; outsourcing and sub-contracting; and utilisation of existing resources.
- **Develop:** Contribute to the development and maintenance of the University Budget, including:
 - Collate and review budget requests.
 - Input, analyse and report on proposed budgets and budget amendments.
 - Analyse and report on actual to budget performance
- **Continuous Improvement:** Contribute to the continuous development of University financial management, including:
 - Contribute to the continuous improvement of University financial management by actively engaging in the review and implementation of policy, business processes and systems.
 - Contribute to the implementation and maintenance of effective communication systems within and between the Division of Finance and the University to promote



better understanding of different roles and to eliminate duplication of effort and processes.

- Contributing to university policy by identifying opportunities and the need for new strategies and policies, recommending implementation plans, and process and systems improvement projects.
- Other duties appropriate to the classification as required.

Required capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#). Read the Framework for more detail regarding these capabilities.

Capability	Capability Definition	Level of influence
Innovates		
Acts Strategically	Analyses opportunities to determine effective solutions and solve problems in order to achieve short and long-term objectives.	Influence self
Navigates Complexity	Adjusts and responds effectively to new or unexpected situations, challenges, or opportunities whilst developing strategies to manage wellbeing in a challenging environment.	Influence self
Creates Innovative Solutions	Uses methodologies that open up creative thinking and transform ideas into actionable plans and strategies. Reflects on outcomes and drives ongoing improvement.	Influence self
Optimises Digital Environment & Data	Builds own knowledge of new technologies, adopts appropriately and uses data to draw insightful conclusions.	Influence self
Connects		
Builds Relationships	Implements interdisciplinary collaboration, adopts diversity and inclusion principles, and facilitates relationship building to work effectively with others.	Influence self
Achieves		
Plans and Prioritises	Effectively plans and aligns priorities with strategy. Effectively allocates and utilises resources to achieve goals.	Influence self



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. A degree with at least 4 years subsequent relevant experience to consolidate and extend the theories and principles learned; or extensive experience and management and or specialist expertise; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Demonstrated experience in preparing and presenting timely and accurate high level management reports, including providing consultancy advice and/or instruction to managers to identify, interpret and respond to budget issues, and make sound financial decisions.
- C. Demonstrated experience in reporting and information analysis activities using advanced information technology (IT) and Excel skills, articulating their relevance to the strategic targets, plans and desired outcomes of organisation.
- D. Highly developed communication, negotiation and influencing skills.
- E. Demonstrated team player with the capability to make a strong contribution to a high performing team, demonstrate initiative, develop and apply procedures, and the ability to work independently.

Desirable

- F. Qualified CA or CPA.