

SENIOR FINANCE BUSINESS ANALYST

DEPARTMENT/UNIT	Research and Revenue Accounting Services
FACULTY/DIVISION	Office of the CFO and Senior VP
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	211 Wellington Road, Mulgrave

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#ChangeIt](#) with us.

The **Office of the Senior Vice-President Finance and Chief Financial Officer** is one of the professional services portfolios supporting the University's core businesses of education and research. We provide best practice financial advice and services to the University. These include financial accounting, taxation, budgeting and reporting, procurement to payments, research and revenue accounting, business strategy, the University's banking relationships, investment funds and borrowings and the management of major projects with complex financial and legal dimensions. For more information on the work we do, please visit our [website](#).

Research and Revenue Accounting Services (R&R) provides finance business partnering services to researchers, project managers, faculty stakeholders throughout the lifecycle of research projects, some support provided include project costings, financial advice and funds management across the duration of projects, coordination of end of project reporting and acquittals, working with other divisions to streamline funds management processes. Research and Revenue Accounting Services also develops and implements policies, procedures related to research finance, through consultation and coordination with key clients and stakeholders.

POSITION PURPOSE

The Senior Finance Business Analyst applies high-level expertise to provide a range of complex analytical services to support the business and strategic needs of stakeholders. The position undertakes consultation with stakeholders to identify, document and validate business needs and undertakes comprehensive research, data analysis, modelling, forecasting, budgeting and costing to provide expert advice, reports and guidance to senior management on new initiatives, strategic projects, business proposals, strategies and business decisions.

The Senior Finance Business Analyst is also responsible for identifying, developing and implementing new analytical processes, methodology and frameworks to meet client needs and enhance the operations of Research and Revenue Accounting Services.

Reporting Line: The position reports to the Group Manager of Research and Revenue Finance Business Partnering under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide strategic support and advice to senior management, planning and working groups in relation to the area of specialisation
2. Manage and coordinate a range of complex financial and operational analysis activities to inform business decision-making, monitor performance, support business improvement, planning and new initiatives in accordance with university policies, procedures and strategic priorities
3. Partner with senior leaders to deliver and analyse results and provide strategic, expert advice, insight and guidance on strategies, initiatives and decisions
4. Conduct advanced financial modelling activities to support complex programs
5. Lead the costing and budget development, financial reporting and compliance requirements for complex research projects, in line with funding agency policies and regulations
6. Providing financial advice to large research groups to enable financially sustainable management of research funding, communicating risks and risk management plans
7. Develop specialised reports, correspondence, recommendations, presentations and advice on highly complex issues for a variety of audiences, including senior management

8. Support the development and implementation of various process improvement projects and working collaboratively with other divisions
9. Develop and maintain strong partnerships and networks with other relevant business units, functional areas, internal and external stakeholders, including contributing to collaborative projects and cross-functional initiatives
10. Facilitate communication and education of key business policies and procedures related to management of research finance to client and stakeholder groups
11. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualifications or progress towards postgraduate qualifications and extensive, relevant experience; and
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Highly-developed analytical and conceptual skills including demonstrated ability to conceptualise, develop and translate complex business issues into innovative, workable solutions
3. Substantial planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
4. Solid understanding of management accounting principles including budgeting and forecasting
5. Excellent interpersonal and communication skills with the ability to provide authoritative advice and effectively translate and present complex concepts and information
6. Highly-developed planning and organisational skills, with experience establishing priorities and meeting deadlines
7. Excellent relationship management and consulting skills including the ability to engage with, influence and negotiate with a variety of stakeholders
8. Experience in successfully developing, coordinating and implementing strategic initiatives
9. Advanced computer literacy skills using a broad range of software packages including Microsoft suite of applications and financial management systems such as SAP or similar accounting packages relating to the analysis of financial data.

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time

- There may be peak periods of work during which taking of leave may be restricted
- This position will require a successful National Police Record check

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.