



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Business Analyst
<b>DIVISION</b>	Finance
<b>DEPARTMENT</b>	Finance
<b>REPORTS TO</b>	Corporate Controlling Manager

### ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

### DEPARTMENT PURPOSE

The Finance Department has a responsibility for providing high quality information and advice to all levels of the organisation and developing and achieving best practise for the Finance function.

The Finance Department is responsible for the preparation of timely and accurate financial information, maintaining a strong system of internal control and facilitating the management of the organisation's financial resources in an effective and sustainable way.

### POSITION PURPOSE

The Business Analyst combines excellent analytical skills, stakeholder management, and a passion for systems and process improvement.

As Business Analyst, the role will collaborate, support and provide insightful and accurate financial information and reporting, provide financial modelling, reporting and performance insights on cost structures and cost drivers to stakeholders within the area of responsibility, with continuous focus on how to improve organisational performance and meet strategic objectives.

This position is also expected to take part in cross-team process improvements that impact finance and drive finance focussed system improvements and projects.

## **KEY RESPONSIBILITIES**

### **Cost Controlling/Financial Management**

- Oversee the timely and accurate compilation and presentation of management reports to department heads and directors in relation to corporate functions and area of responsibility.
- Provision of analysis and insight regarding monthly results, KPI's, budgets and forecast variances, as well as conducting performance reviews, to enable operational managers lead their departments efficiently and effectively.
- Partner closely with department heads and directors to provide transparency and financial support for decision making, financial planning and financial modelling as required
- Work collaboratively with department heads and directors to drive the quarterly forecasting and annual budgeting process for areas of responsibility.
- Assist with the preparation of Executive Team and Board presentation packs as required.

### **Stakeholder Management**

- Partner with relevant department heads and directors to provide professional advice and support in corporate controlling, systems enhancements and projects.
- Communicate and engage within BSL and with our partners to maximise unity of purpose, collaboration and a thriving organisational culture.

### **Financial Systems and Processes**

- Assist with the management of process and system improvement and enhancement initiatives (within Finance and cross-functionally)
- As key user/support for nominated financial systems, investigate, troubleshoot and undertake corrective actions where data workflow is unclear and/ or incorrect and rectify issues.
- Support maintenance of systems governance.
- Work closely with colleagues and stakeholders to review, design and /or remediate processes, Finance data and system workflows, introduce new functionalities to ensure that systems and processes are efficient and fit for function.
- Support in other project work as required.

### **Other Duties**

- Work collaboratively within teams to achieve common goals.
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities.
- In collaboration with manager, set goals and objectives to ensure outcomes are met.
- Model BSL's values and adhere to the Code of Conduct in everyday work practices.

- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
- Other duties as required.

## **KEY SELECTION CRITERIA**

### **Career Experience:**

- Previous experience in FP&A, controlling, accounting and/or finance processes
- Demonstrated experience in provision of reporting, financial advice and analysis to non-financial senior managers
- Demonstrated ability to work collaboratively and deliver high quality outputs to tight deadlines
- Previous experience in improving organisational processes, practices and systems with strong focus on business requirements
- Customer and solution focused
- Financial systems in depth knowledge (D365, Board, other) is a plus

### **Personal Qualities:**

- Strong problem solving, including a demonstrated ability to apply critical thinking, and attention to detail
- Self-directing, proactive learner with genuine interest in improving systems and outcomes for business
- Ability to manage conflicting needs of stakeholders, and discuss and present financial information to non-finance stakeholders
- Ability to prioritise and deliver quality outcomes
- Clear and confident written and verbal communication skills
- A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety.
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

### **Qualifications/other:**

- Bachelor's degree in Accounting, Commerce or Economics (or a related field)
- CA / CPA qualified preferred

## **MANDATORY EMPLOYMENT CRITERIA**

- Specific work requirements include work-based travel and attendance at a variety of different work locations
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required – the BSL will facilitate this process.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and may be amended from time to time.