

Position Description

Finance Analyst: Faculties & Divisions

Position Number: Financial Analyst
Position Title: XXXXX
Date Written: October 2017

Faculty/Division: Finance and Operations
School/Unit: Deputy CFO
Position Level: 8/9

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition, we are attracting the very best academic and professional staff to play leadership roles in our organisation.

UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.

Please refer to the UNSW Behavioural Indicators for the expectations of your career level. (Intermediate)

Demonstrates Excellence

Delivers high performance and demonstrates service excellence

Drives Innovation

Thinks creatively and develops new ways of working. Initiates and embraces change

Builds Collaboration

Works effectively within and across teams. Builds relationships with internal/external stakeholders to deliver outcomes

Embraces Diversity

Values individual differences and contributions of all people and promotes inclusion

Displays Respect

Treats others with dignity and empathy. Communicates with integrity and openness

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

The Finance Analyst is embedded in the Faculty/Division and provides strategic business analysis and commercial insights, benchmarking comparisons and high level analyses by collecting data and documenting workflow, findings and recommendations to ensure the consistent delivery of accurate, high quality and timely advice and service to Faculty/Division stakeholders.

The Finance work environment is dynamic and collaborative with a strong focus on delivering service quality. Excellence in performance and behaviour is recognised and highly valued. Finance is dedicated to building a positive and constructive culture and workforce strategy with real emphasis on career development. Finance is committed to making it easier for stakeholders to access services and the information they need and reduce the time they spend on finance activities. There will be consistent and ongoing improvements to Finance as the function transforms over time to deliver in line with the requirements of a leading global university.

This position reports to an assigned Business Partner and has no direct reports.

RESPONSIBILITIES

Level 8

Service Delivery and Improvement

- Conduct allocated financial modelling, scenarios and spreadsheets and monthly reporting to monitor and conduct high level analysis of the Faculty/Division budget, financial performance, expenditure and position.
- Provide financial analysis to personally deliver or support the Business Partner in detailed and meaningful commentary to key stakeholders in the Faculty/Division regarding key issues and strategic objectives.
- Provide advice to guide components of a Faculty/Division financials to ensure budgets are effectively controlled, variance risks are minimised, adjustments to forecasts are made when needed, financial targets are achieved, and University finance policies are adhered to.
- Conduct allocated student load planning and scenario analysis to ensure changes to curriculum are based on sound evidence to maximise benefit and minimise cost to the Faculty/Division.
- Conduct allocated reviews to contribute to the development of grant proposals to ensure financial information required is attained and accurate in a timely manner.
- Collect information (including industry and benchmark data) from stakeholders within the Faculty, across the University and externally and ensure data is checked for accuracy and relevance to ensure only high quality, meaningful data is used to provide advice to clients.
- Undertake ad hoc analysis, discreet tasks (project management) and coordinate key stakeholders, as required, to drive efficient and optimal business outcomes on behalf of the Business Partner and Faculty stakeholders.
- Develop documentation of formal guidelines, policies and procedures where it will assist service delivery.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others

Stakeholder Management

- Collaborate with the Business Partner to develop and maintain relationships with Faculty/Division stakeholders to ensure customer concerns, queries and expectations are understood and consistently addressed.
- Work effectively with the Business Partner, the Shared Service, Central and other finance team members as well as stakeholders within the Faculty/Division and across the University to foster and maintain collaborative relationships that are aligned with a customer focused service delivery culture.

Level 9 (in addition to Level 8):

Service Delivery and Improvement

- Provide perceptive management insight including reviewing standard management reports, monthly accounts and ad hoc reports.
- Provide strategic financial advice using a variety of techniques, including scenario analysis and financial modelling, and integrating relevant information from multiple sources, including market trends and student profile data, to build the credibility of the advice provided and to ensure internal stakeholders understand why a stance has been taken.
- Monitor financial activities, including changes to course fees, to ensure strategic advice provided is based on contemporary and emerging data and trends.
- Prepare business cases to address variations to budget and ensure the Faculty/Division obtains maximum funding from available sources.
- Continually review business performance against recognised standards and contribute to business improvement through reporting and advice.
- Collaborate with partnering team leaders to ensure critical financial information is conveyed in key stakeholders meetings.
- Monitor Faculty/Divisional financial initiatives and activities so that they can be aligned with Finance's best practice requirements, and budget, forecasting and reporting service delivery meets Faculty/Division expectations.
- Provide training and support to staff throughout the Faculty/Division to ensure financial processes and budgeting responsibilities are understood.
- Collaborate with the Business Partner to identify innovative analytical recommendations and solutions to stakeholder queries and issues to deliver advice that is aligned with customer expectations.

Stakeholder Management

- Develop a strong collaborative relationship with the Business Partner to ensure information and ideas are readily shared and Faculty expectations are consistently met or exceeded.
- Build trusted and collaborative relationships with stakeholders within a Faculty/Division in order to gain information regarding emerging trends and initiative ideas to ensure potential opportunities and risks are anticipated and proactively managed.
- Independently provide business partnership services as required to an allocated Faculty/part of a Faculty.
- Establish and maintain collaborative relationships with stakeholders across the University, including other faculties, divisions, procurement, research, marketing and student offices, to ensure access to critical information can be obtained and integrated into analyses.

SELECTION CRITERIA

Level 8

- Tertiary qualification in a relevant discipline, CA or CPA qualification (or equivalent) and/or relevant professional sector experience.
- Demonstrated success in a similar role either in the finance sector or a relevant area coupled with a strong interest in finance.
- Sound working knowledge of analytical tools, in particular, a high level of proficiency in Microsoft Excel and its application in financial modelling and analysis as well as computer applications and the delivery of reports and presentations.
- Highly developed written and verbal communication and interpersonal skills and demonstrated experience working with a broad range of stakeholders/customers.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Level 9 (In addition to Level 8 selection criteria)

- Demonstrated ability to rapidly absorb information and utilise it to analyse, interpret and integrate ambiguous and complex data.
- Proven expertise in financial business partnering activities in supporting a business unit or similar function within a complex organisation.
- Effective collaborative skills in persuading and negotiating with stakeholders in introducing change and new approaches in the workplace.
- Self-motivation and a personal drive to succeed combined with intellectual curiosity and a drive for continuous improvement.
- Demonstrated experience in delivering results in line with timetable and quality parameters.

The incumbent will normally be expected to have reached the top step of Level 8 prior to progression to Level 9. Criteria for progression in Level 8 will be based on satisfactory duties and accountabilities at that level and a demonstrated capacity to take on duties and accountabilities of the position at Level 9.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.