



Position Details

Position Title	Finance Analyst
Location	MTA Training and Employment Centre 3 Frederick Road, Royal Park
Reports To (Position Title)	Financial Controller Systems and Innovation Manager with respect to new systems projects
Financial Accountability (Expense Budget and/or revenue)	Finance systems and processes; financial analysis and reporting to business managers
Management Responsibility (No of employees supervised)	Management of: Finance Officer (Receivables)

Position Responsibilities

Purpose of the Position	<p>To support the Financial Controller by ensuring that all financial analytics, reporting, and budgeting is prepared in an accurate and timely manner, and by making recommendations for changes to systems and processes to improve the efficiency and effectiveness of financial activities.</p> <p>To manage all revenue related activities including reporting and analysis and to support the Accounts Receivable function.</p> <p>To assist with the implementation and upgrades of finance and payroll systems.</p>
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In order of importance, list the key responsibilities/activities of the position. Each responsibility should be weighted according to the amount of time/effort spent on it during a normal year. The total weighting will be 100%.

Responsibility (1)	To manage and support the Accounts Receivable functions and be accountable for all revenue related analysis and reporting.	30%
Purpose of Activity	To ensure that all income is collected and accounted for correctly and the business managers receive valid and relevant reports for decision making.	

Example	<ul style="list-style-type: none"> • Government funding is accounted for correctly • Debtors are collected in a timely fashion • Industry charges are accurate; and clients are satisfied with outcomes. • Government grants are acquitted correctly and on time 	
Responsibility (2)	Ensure data integrity with systems interface outcomes and internal transactions.	10%
Purpose of Activity	To maintain and oversee the accuracy of financial interface functions and requirements for internal and external audits.	
Example	<ul style="list-style-type: none"> • Host charges are processed efficiently and accurately. • Checks and balances are in place to ensure cross-over between systems are valid. • Discrepancies are investigated and resolved quickly and effectively. 	
Responsibility (3)	Assist and liaise with Financial Controller with the preparation and reporting of budgets and budget variance analysis.	15%
Purpose of Activity	To support the budget process with sound analysis and reporting and to monitor progress against expectations.	
Example	<ul style="list-style-type: none"> • Work with Business Managers to support budget selections. • Quarterly reviews and forecasts post budget approval. 	
Responsibility (4)	Supporting staff with finance systems and processes and continuous improvement.	15%
Purpose	In conjunction with Systems and Innovation Manager, ensure all finance systems and processes are fit for purpose and are utilised effectively.	
Example	<ul style="list-style-type: none"> • Implement changes to ProSpend system as required. Provide relevant training and instruction. • Review and recommend changes to systems to innovate or to manage new programs. 	
Responsibility (5)	Leading Finance System major projects	20%
Purpose of Activity	In conjunction with Systems and Innovation Manager, lead projects involving changes to finance systems.	
Example	<ul style="list-style-type: none"> • Work with ICT and act as the Finance Lead on system updates and major projects. 	

	<ul style="list-style-type: none"> • Provide change management support for major system changes. • Provide relevant training, instruction, and documentation of major finance system changes. 	
Responsibility (6)	Provide general support to the Financial Controller and the finance team as needed and at peak times.	5%
Purpose of Activity	To balance the pressures of staff taking leave and heightened annual activities across the team effectively.	
Example	<ul style="list-style-type: none"> • Reconciliations of General Ledger accounts. • Preparation of Statutory reports • Compliance activities • Internal and external audits. 	
Responsibility (7)	Staff Management and Leadership.	5%
Purpose of Activity	Provide leadership, confidentiality and respect and generally act in a manner suited to the position.	
Example	<ul style="list-style-type: none"> • Provide leadership, guidance and mentoring to all finance staff as required. • Provide relevant staff development and training as required. • Ensure Workplace Health and Safety, EEO Bullying and Harassment and privacy compliance. • Championing staff 'culture' initiatives. • Proactive involvement in staff survey initiatives. • Proactive in leadership surveys and leadership development initiatives. • Scheduling and approving leave requests. 	
Total Weighting		100%

Compliance Responsibilities

It is the responsibility of both the manager and incumbent(s) of the role to ensure that the following compliance requirements are met:

- **Relevant laws and regulations including OH&S and EEO**
- **Industry codes.**

Knowledge, Skill and Experience Requirements

Knowledge	Essential	Preferred
<ul style="list-style-type: none"> • HSC • Degree 	<p style="text-align: center;">X X (Accounting)</p>	

<ul style="list-style-type: none"> • Post-Graduate Qualifications • Trade Certificate • Industry Specific Qualifications 		<p style="text-align: center;">X (Accounting/ Business)</p> <p style="text-align: center;">X</p>
Skills <ul style="list-style-type: none"> • Interpersonal Skills eg. <ul style="list-style-type: none"> - Communication - Negotiation - Problem Solving - Analytical - Customer Service - Team work. 	Essential X X X X X X	Preferred
Computer Software <ul style="list-style-type: none"> • Eg. Microsoft suite, Project, Finance. 	Essential Intermediate to Advanced Excel, Word. X	Preferred
Technical Skills <ul style="list-style-type: none"> • Drivers Licence 	Essential X	Preferred
Experience <ul style="list-style-type: none"> • Industry and/or field experience. 	Essential X	Preferred

Frequent Contacts

Internal Contacts Includes organizational managers and employees.	All organisational managers and employees.
External Contacts Includes customers, members, suppliers, Government bodies, industry groups, competitors	Government bodies, customers, industry groups, Auditors, Consultants, Suppliers, and contractors for IT related projects.

Managerial/Leadership Functions

Relevant management functions performed including: <ul style="list-style-type: none"> • Performance and Career Planning • Salary Review • Business Planning • Budgeting 	X X X
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I HAVE READ AND DISCUSSED THE CONTENTS OF THIS POSITION DESCRIPTION WITH THE UNDERSIGNED MANAGER. I ACCEPT THE CONDITIONS OF THIS POSITION AS STIPULATED ABOVE.

..... LOUISE CONNELLY

DATE OF APPOINTMENT: **DATE:**

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SIGNATURE OF INCUMBENT **SIGNATURE OF FINANCIAL CONTROLLER**