

Position Description

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| Title | Financial Analyst |
| Business Unit | Finance and Procurement Performance and Integration |
| Location | 321 Ferntree Gully Rd, Mount Waverley |
| Employment type | Ongoing Full Time |
| Reports to | Finance Business Partner |

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

This role is responsible for supporting the Finance Business Partner in the Early Learning business unit with high quality financial analysis of the end to end financial performance of Uniting's divisions. This role will provide support to develop improved processes and financial reporting tools that assist operational staff of our departments to provide efficient and viable services, understand their costs and drivers and ultimately inform improved financial performance and monitoring across Uniting.

2. Scope

Budget: nil

People: nil

3. Relationships

Internal

- Finance Business Partner
- Divisional Group Managers
- Program Managers
- Financial Accounting staff

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External

- Government funding departments e.g. DET, DFFH
- Service providers/partners

4. Key responsibility areas

Financial Performance

- Evaluate the financial performance of departments, including links to operational activity and KPI's, and partner with local management to address issues.
- Analyse and support local management in tracking against Capital Expenditure projects.
- Assistance with analysing and monitoring operational performance against budget and targets, working with Program Management in understanding, interpreting and reporting against these results, including reporting through to the Finance Business Partner.
- Understand key service agreements and provide financial guidance to local management including the completion of acquittals as required.
- Feedback and support the Finance Business Partner and Management in the identification of areas requiring corrective actions, interventions and enhancements based on analysis.

Financial Planning

- Support local operations in the development and compilation of regular financial and non-financial budgets and forecasts, supporting the Finance Business Partner in the consolidation of these Budgets and Forecasts through following direction and guidance
- Ensure consistent and quality commercial inputs for tenders and funding submissions from the Financial Planning & Analysis team.
- Collating of local and centralised data for quantification of costs and benefits associated with any development of new business cases.

Business Partnership

- Provide high level customer service to internal and external stakeholders, ensuring that all possible measures are taken to respond to their needs and requests in a timely manner.
- Contribute to the development and delivery of a finance education program that improves financial literacy, business acumen and accountability within the local management.
- Manage and support the business dealing with any other commercial and business matters that may arise.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.

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- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.

5. Person specification

Qualifications

- Tertiary qualifications (minimum degree) in commerce, accounting, business or equivalent
- Membership of Institute of Chartered Accountants Australia (ICAA), CPA Australia, Chartered Institute of Management Accountants (CIMA) or equivalent

Experience

- A minimum of five years in equivalent financial analyst or financial partnering roles.
- An understanding of complex funding models and services and the ability to communicate those complexities to stakeholders.
- Demonstrated experience working with systems to support business processes including budget management, business planning and the development of performance reporting tools.
- Strong effective written and oral communication.
- Demonstrated ability to build relationships with internal and external stakeholders.
- Ability to produce high quality and accurate work.
- Excellent analytical and problem solving skills.

Other

- Willingness to undertake intra and interstate travel as required.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Financial Planning: Well developed skills in the successful preparation of a budgets using advanced tools.
- Business partnering: Demonstrated capacity to engage proactively with non-financial managers and business leaders, maintain positive working relationships and contribute to the achievement of divisional and organisational goals.
- Data Analytics: Demonstrated understanding of advanced variance analysis with respect to workforce utilisation and the development of service line reporting (P&L by client/stream).
- Team: Team oriented, collaborative approach, with the ability to support and contribute to a high functioning Financial Planning & Analysis team.

6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

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7. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: