

Position Description: **Senior Finance Business Analyst**

POSITION DETAILS

Position grade	Grade 13		
Position type	Permanent, full-time		
Reports to	Coordinator Finance		
Department	Corporate Performance - Finance		
Job function group	Professional		
Staff reporting responsibilities	Yes	Budget responsibility	Nil

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

In contributing to the overarching vision, the Senior Finance Business Analyst is responsible for managing a team of business support staff providing business partnering and analytical services to internal customers and Senior Executives across Council. This role is also expected to help maintain the integrity of Council's financial data, ensuring its accuracy and relevance.

QUALIFICATIONS AND EXPERIENCE

Essential

- Degree qualifications in accounting, commerce, business or finance
- Supervisory experience in a multi-disciplinary, multicultural workplace
- Supervisory experience in Financial business partnering
- Substantial experience in financial reporting and management reporting
- Thorough working knowledge of:
 - Australian Accounting Standards
 - Practices and Industry codes
 - GST Act
 - Local Government Code of Accounting Practice and Financial Reporting
- Demonstrated ability to produce results with high levels of accuracy within set timeframes

- Experience identifying and developing innovative solutions to complex and wide-ranging problems
- Well developed interpersonal skills providing the ability to effectively communicate both verbally and in writing with internal and external associates

Desirable

- Ability to bring together and present financial information, in a meaningful and user friendly way
- Superior knowledge of the statutory financial reporting requirements of Local Government
- “Hands on” experience in various financial computer software packages.
- Advanced level of experience with computerised spreadsheets

EMPLOYMENT SCREENING CHECKS

- ☐ Qualification/s verification
- ☐ Criminal record check
- ☐ Financial check/s

DUTIES AND RESPONSIBILITIES

Duties

- Directly overseeing Finance Business Partners
- Assist with the preparation of Councils Annual Budget, ensuring effective and high quality business partnering
- Assist with the coordination and updating of Long Term Financial Plan, and assist with Integrated Planning & Reporting
- Ensure accuracy of budgets data, budgets appropriate to managers responsibilities and services, taking into account Councils source of funds
- Ensure budgets are reviewed systematically by budget managers and Financial business partners, with significant variations or Financial issues reported, with consideration given to Councils Financial sustainability
- Preparation and analysis of Councils fees and charges
- Preparation of monthly and quarterly performance reports
- Assist with the preparation of the monthly Executive Management report
- Accuracy and timeliness of reports and information
- Ensure processes are continually reviewed for better streamlining and efficiencies
- Coordinate conflicting priorities, and troubleshoot issues
- Pro-actively build and maintain effective relationships with senior leaders and group managers across Council.
- Business partnering with Managers providing value-add and commercially focussed financial services, including:
 - Monthly management reporting and analysis
 - Annual budgeting, planning, and forecasting
 - Variance analysis and commentary
 - Quarterly budget reviews
 - Assisting with the formulation of business cases and ad-hoc modeling



We are **determined**
to succeed



We are **inclusive**
in our approach



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in our outlook

- Promote the multiskilling of staff to ensure continuity of service
- Promote and remove barriers for staff development
- General ledger reconciliations
- Assist the Financial Accountants when required

YOUR CORPORATE ACCOUNTABILITIES

Work Health and Safety (WHS)

- In accordance with Council's Work Health and Safety Statement, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have sited this statement.
- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to Safe Work Method Statements, Safe Work Procedures, WHS Policies/Statements, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Comply with any reasonable instructions from Council's Managers in compliance with the WHS Roles and Responsibilities Procedure
- Wear all personal protective equipment (PPE) applicable to this position and comply with Council's Personal Protective Equipment Procedure
- The Executive Managers, Managers, Coordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supportive Council environment, which endeavours to promote child safe, child friendly practices.
- If this position is designated as child-related as defined by the Office of the Children's Guardian, you will be required to hold a valid Working with Children Check (WWCC) if over the age of 18. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
- If this position is not currently designated as child related, Council may review this at any time and choose to amend the position to be designated as child related. Employees will be duly notified if this was to occur.

Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to their Manager, Director, or Council's Internal Ombudsman in the first instance, who is obliged to inform the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.



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- Comply with Council's ethical conduct, risk management and policy frameworks and Fraud and Corruption Control Plan and Policy.
- Follow and implement any risk based controls and procedures identified for the Business Unit to help prevent and detect any fraudulent and corrupt activity.

Customer Service

- Cumberland City Council are committed to striving for the delivery of excellent customer service. All employees will be held accountable to provide excellent service and the highest level of professionalism whilst performing the duties outlined in their position description.
- To contribute to this customer service oriented culture, it is expected that all employees respond to customer enquiries via all channels of communication relevant to your position, including phone calls, emails and requests/applications tasks via Council's customer request management system. You will also be expected to provide information in a timely, accurate and reliable manner in your position to ensure you deliver a positive customer experience.

SIGNATURE AND ACCEPTANCE OF POSITION

Employee name

Employee signature

Date of acceptance



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