

<i>Position Title:</i>	Financial Analyst	<i>Effective Date:</i>	April 2021
<i>Department:</i>	Business Team	<i>Job Location:</i>	Bairnsdale Office
<i>Reports To:</i>	Manager – Finance	<i>Supervises:</i>	Nil
<i>External Contacts:</i>	Local, State and Federal Government departments, consultants, banks and financial institutions, software and hardware suppliers, auditors, creditors and debtors to the Corporation		
<i>FTE Classification:</i>	1	<i>Position Number:</i>	SD-2-0005
<i>Prepared By:</i>	Manager – Finance	<i>Approved By:</i>	

The Role

Responsible for taking a lead role in analysing financial information, collaborating with the business and communication of financial information to support informed decision making. This will include financial and operational benchmarking, implementing and maintaining organisation-wide internal reporting, including Business Intelligence (BI) tools and assisting with preparation and monitoring of the annual Corporate Plan budget.

What you will be doing:

<i>Responsibility</i>	
Financial analysis	<ul style="list-style-type: none"> Partner with the business to analyse financial outcomes, identify opportunities and provide insight and advice to support opportunities for changes and the delivery of improved financial results (extending beyond financial information) Provide analysis and advice on financial and budgetary expenditure to management to assist with improvements to resource allocation Effectively analyse and communicate detailed financial information to stakeholders
Productivity initiatives	<ul style="list-style-type: none"> Identify, capture and measure productivity initiatives to drive achievement of efficiency targets set in the Corporate Plan and Price Submission Complete financial analysis to identify possible opportunities to reduce costs across the business Investigating opportunities for improvement in data integrity and work with the business to streamline where possible
Benchmarking	<ul style="list-style-type: none"> Internal benchmarking and reviews Industry/external benchmarking Analysis and communication of outcomes to the business for effective decision-making
Business Intelligence (BI)	<ul style="list-style-type: none"> Involvement in the development, integration and roll out of business wide BI tools Ongoing maintenance of BI tools/systems to provide oversight of budgets and expenditure, assisting decision making across the organisation
Reporting	<ul style="list-style-type: none"> Regular preparation of reports for management and communicating financial and efficiency information

	<ul style="list-style-type: none"> • Regular review of reporting requirements of internal stakeholders to ensure reporting supports business objectives • Maintain financial management system reports and develop additional reports as required
System review/integration	<ul style="list-style-type: none"> • Work with the business to review system requirements and support integration • Review and facilitate regular Technology One system updates as required • Provide support to business areas to understand their requirements and options analysis
Budgeting	<ul style="list-style-type: none"> • Assist with development of annual Corporate Plan budgets • Provide monitoring oversight of departmental budgets and working with budget managers to understand budget variances
Team Work	<ul style="list-style-type: none"> • Support the Finance team as required • Carry out other duties as required
Record Keeping	<ul style="list-style-type: none"> • Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at East Gippsland Water in the Corporations Record Management system
Health, Safety and Environment	<ul style="list-style-type: none"> • Comply with and implement the processes and systems that support positive safety culture • Accept a personal responsibility for the health and safety of yourself and others and ensure that you when reporting for duty are fit to carry out the required duties • Ensure all operations under direct control are carried out safely. This includes compliance with technical standards, rules, regulations, SOPs and work instructions and other statutory regulations. • Assist in developing a safe working culture through leading by example and act responsibly for the safety of self and others

How you can achieve this:

The Financial Analyst shall be accountable to the Manager - Finance for;

- The timely and effective delivery of assigned tasks and discrete areas of activity.
- Providing a coordinated plan to review systems and reporting requirement for effective decision making
- Provide input to improving operational practices and systems.
- Ability to think and understand long term view/strategically as well as with a detailed focus as required
- Accurate and timely financial reports to meet the needs of the Corporation
- Demonstrated initiative and work closely with the Manager – Finance to add value to the Corporation
- The quality, accuracy and compliance with standard, practices, policies and procedures of work and tasks undertaken

- Performing duties in a safe and efficient manner adhering to the Corporation's policies and general Occupational Health and Safety policies and procedures.
- As a provider of technical expertise the incumbent will be required to exercise a level of reasoning, judgement, interpretation and problem-solving skills using guidelines, innovation, technical/professional knowledge, guidance and advice usually available.

What you can provide:

Specialist Skills	<i>Required Skills:</i>	<ul style="list-style-type: none"> • Excellent stakeholder engagement and communication skills • Ability to identify and create efficiencies, streamlining processes • Strong problem solving skills • Project Management skills • Benchmarking • Financial reporting • Interpretation of financial and operational information and communicating information across the business • Development and customisation of financial reports • Accounting Standards, regulations and business planning • Budget preparation and monitoring • Reconciliations and audit • Ability to quickly analyse and learn new systems
	<i>Desirable Skills:</i>	<ul style="list-style-type: none"> • Experience utilising accounting systems • Experience with Technology One (Finance One) • Experience with Technology One implementations including CiAnywhere transitions
Management Skills	<i>Required Skills:</i>	<ul style="list-style-type: none"> • The ability to manage time, plan and organise work and establish priorities to meet objectives and meet strict timelines • Excellent analytical skills and high attention to detail • Forward thinking and results focussed • Ability to work as part of a team, build strong relationships across all levels of the business whilst also being to work independently • Demonstrated competence in planning allocated tasks and project management • Ability to provide professional/technical advice, guidance and training to staff on routine accounting issues.
	<i>Desirable Skill:</i>	<ul style="list-style-type: none"> • Be courteous, polite and respectful with fellow staff members and members of the public.
Interpersonal Skills	<i>Required Skills:</i>	<ul style="list-style-type: none"> • Excellent communication skills fostering strong relationships across all levels in the business • Possess well developed written and oral skills, being able to prepare reports and external correspondence. • Results focussed
	<i>Desirable Skill:</i>	<ul style="list-style-type: none"> • Be courteous, polite and respectful with fellow staff members and members of the public.

Qualifications	Required Qualification:	<ul style="list-style-type: none"> • A tertiary qualification in Commerce, Accounting, Finance or Business Management (or related field)
	<i>Desirable Qualification:</i>	<ul style="list-style-type: none"> • CPA/CA Professional membership • Project management qualification
Experience	<i>Required Experience:</i>	<ul style="list-style-type: none"> • Minimum 5-7 years experience working in accounting and/or analytical related positions • Project management experience
	<i>Desirable Experience:</i>	<ul style="list-style-type: none"> • Experience in a similar role requiring detailed financial analysis and productivity improvements • Experience in Finance information system implementations

Physical Requirements

This position may comprise (but not be limited to) the following activities/hazards:

- Driving.
- Relatively long periods of sitting and standing.
- Keyboarding.
- Photocopying.
- Reading.
- Telephone use.
- Light manual handling (Lifting/lowering boxes of stationery, reams of paper, infrequent relocation of office furniture, etc.) Manual handling activities should not impose unreasonable expectations on the average person. However, personal judgment of capabilities will be expected and not exceeded.
- Use of standard office equipment – computer, photocopier, shredder, facsimile, laminator, book binder.
- Air-conditioned environment.

Employees must be capable of fulfilling the requirements of the position with regard to these activities/hazards and be able to meet any control measures provided in the interests of health, safety and environment. However, reasonable adjustments will be made for persons with disabilities or impairments unless to do so would impose an unjustifiable hardship, or result in the role not being able to be undertaken in a safe manner.

Selection Criteria

A degree in Commerce, Accounting, Business Management (or similar), with demonstrated experience in understanding and communicating detailed financial and analytical information.

Well-developed time management skills combined with the ability to prioritise to ensure high quality and accurate outcomes during times of peak activity.

Well-developed interpersonal skills ensuring the ability to work effectively with people at all organisational levels and understanding stakeholder requirements.

Effective project management skills, including the ability to work in and utilise a team based approach to achieve outcomes via engagement.

A positive attitude towards personal development and demonstrated personal initiative, motivation, enthusiasm and resilience, to achieve corporate objectives.

A positive attitude and demonstrated commitment to being accountable, innovative, authentic and a united team player to achieve corporate objectives.