

## POSITION DESCRIPTION

POSITION	DIVISION
Reporting Analyst	Business Development and Fundraising

REPORTS TO	LOCATION
Senior Strategy Analyst	Allambie Heights

### ABOUT THE ROLE

The Reporting Analyst is primarily responsible for:

- Completing monthly KPI reporting to assist the business manage risk and improve performance
- Carrying out Competitor analysis to help the business make strategic decisions for growth
- Analysing NDIA market data to assist the business make strategic growth decisions
- Ad hoc analysis and reporting required to support a range of stakeholders across the business

### KEY RESPONSIBILITIES OF THE ROLE

#### KPI Reporting

- Monthly KPI reporting is to be completed by accessing reports from multiples sources
- Advanced excel skills are required to manipulate the large sets of data eg lookups and pivot tables

#### Competitor Analysis

- Search competitor websites and contact competitors to determine which services are provided in which areas
- Summarise competitor findings to help the business in making strategic decisions
- Extract Key KPIs from competitors' Finance Reports and enter into excel for analysis

#### NDIA data analysis

- Download data from the NDIA website and use excel to manipulate the data into meaningful information

#### Finance and accounting support

- Budget and year-end financial reporting assistance
- Conduct commercial analysis, prepare reports, input data and deliver results and reports as requested.
- Ad hoc analysis and reporting, working with a range of stakeholders across the business

#### Business cases and Strategy

- Supporting the Senior strategy analyst with business cases and strategy work as required

#### Work Health and Safety

- Read and comply with Sunnyfield's Code of Conduct, Policies, Procedures and Work Instructions, and all relevant legislation.
- Take care at all times for the health and safety of yourself and others.
- Follow, contribute and work in a culture committed to continuous improvement through active participation in quality and workplace safety initiatives, and the identification of areas for improvement.

#### Other

- You may be required to perform other duties from time to time as required by Sunnyfield, so long as those additional duties are within your skills, competency, and training.
- As your role within Sunnyfield includes operating as part of a team, you are expected to work as a team member, show appropriate behaviours and respect to all our employees and work with a spirit of co-operation.

### CORE SUNNYFIELD COMPETENCIES

Demonstrates Sunnyfield Values Client and Customer Focus	Ensuring Accountability Teamwork
---	-------------------------------------

### KEY ROLE COMPETENCIES

Foster Communication Planning & Organising	Technical Capability Adaptability
---	--------------------------------------

Position Description: Reporting Analyst

Division: Business Development & Fundraising

Date: December 2021

KEY RELATIONSHIPS	
Internal	External
Senior Leadership Team Senior Strategy Analyst Finance Team Regional and Service Managers	Clients, Customers (Families, Carers, Guardians) Government agencies Community partners Consultants

KEY SELECTION CRITERIA (required/preferred/desirable)
<b>Education</b> <ul style="list-style-type: none"> <li>Bachelor Degree in Business; or relevant tertiary qualifications in finance, commerce; or equivalent experience</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li><u>21</u> year's experience in a similar or aligned role</li> </ul>
<b>Skills, Knowledge, and Abilities</b> <ul style="list-style-type: none"> <li>Advanced Excel skills</li> <li>High attention to detail, with the ability to work autonomously, exercise discretion and use initiative.</li> <li>Excellent planning and organisation skills, including the ability to prioritise, meet specified deadlines and the ability to multi-task.</li> <li>Strong oral, written and general communication skills</li> <li>Sound problem solving skills</li> <li>Disciplined/structured approach</li> </ul>
<b>Certifications and Clearances</b> <ul style="list-style-type: none"> <li>Satisfactory National Police check</li> <li>Current Working with Children Check clearance</li> </ul>

I have read, understood and agree to comply with the requirements of the Position Description (as outlined above) and any assigned objectives.

<b>Name:</b>
<b>Signature:</b>
<b>Date:</b>