

Position Description

Title	Financial Analyst
Business unit	Finance & Procurement
Location	130 Lonsdale Street, Melbourne (Hybrid)
Employment type	Full-time, Ongoing
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 for the directorate with high-quality financial analysis of the end-to-end financial performance. This role will provide support to develop improved processes and financial reporting tools that assist directorate leadership to provide efficient and financially sustainable services through understanding program funding, cost models and drivers to ultimately inform and influence improved financial performance and accountability across Uniting. The finance analyst will have responsibility for supporting a sub-set of people leaders and programs within the directorate.

2. Scope

Budget: nil

People: nil

3. Relationships

Internal

- FP&A team
- Service delivery cost centre manager and leadership
- Financial Accounting team

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- Procurement team

External

- Nil

4. Key responsibility areas

Financial Performance

- Ensure accuracy, consistent and timely monthly financial performance reports to provide program results that reflect performance.
- In conjunction with the financial accounting team prepare general journals to ensure income reflects performance against Key Performance Indicators (KPI) in accordance relevant funding agreement and that income is recognised in accordance with the Australian Accounting Standards.
- On a monthly basis, reallocate Service Delivery leadership and site cost recoveries to individual cost centres based on pre-determined methodology.
- Prepare general journals to re-allocate costs and provide advice to ensure that these mis-allocations are corrected at the source.
- Analyse and evaluate the financial performance of programs. Enable local service delivery management to proactively identify issues or areas requiring remediation.
- Prepare financial acquittals in accordance with funding agreements as required.
- Feedback and support the Finance Business Partner and Service Delivery management in the identification of areas requiring corrective actions, interventions and enhancements based on analysis.

Financial Planning

- Assist service delivery program managers to prepare annual budgets mapped to funding agreements, staffing requirements in line with KPI's and other program resources required to delivery a quality service to our consumers.
- Assist in the preparation of rolling forecasts.
- Provide consistent and accurate inputs for tenders and funding submissions.
- As required, provide ad hoc financial, KPI and FTE data to undertake financial and unit cost modelling to enable informed decision making.

Business Partnership

- Provide high level timely customer service to internal and external stakeholders.
- Deliver finance education and training to non-finance stakeholders, promoting effective use of budgeting and reporting tools and strengthening financial literacy and accountability.
- Facilitate efficient service delivery and strong collaboration through co-ordination of organisational excellence functions (finance, people and culture, ICT, Quality, Work Health Safety, Performance and innovation) that may arise.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards.
- 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).

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- 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.
- 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.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

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 highly regarded.

Experience

- A minimum of three years in equivalent financial analyst or financial partnering roles.
- Experience as finance analyst within a community organisation supporting child youth family, AOD, Early Learning and homelessness programs highly regarded.
- 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 verbal communication skills.
- Demonstrated ability to build relationships with internal and external stakeholders.
- Ability to produce high quality accurate work.
- Excellent analytical and problem-solving skills.

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 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.

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

7. Acknowledgement

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

Employee

Name:	
Signature:	
Date:	