



 **AUSTRALIAN
NAVAL
INFRASTRUCTURE**

SENIOR BUSINESS ANALYST

JOB & PERSON SPECIFICATION

MAY 2018

Position Details

Position Title:	Senior Business Analyst
Reports To:	Financial Controller

Position Purpose

The Senior Business Analyst is responsible for supporting the Financial Controller in meeting ANI's statutory and management reporting obligations, as well as supporting the business in relation to project cost control activities, procurement, and managing the outsourced bookkeeping (accounts receivable/accounts payable) function.

Duties and responsibilities

1. Supporting the Financial Controller in meeting all financial reporting requirements of the organisation including but not limited to the annual financial report, monthly and quarterly management reports (including appropriate commentary), reporting to the Responsible Ministers and other reports as requested or directed.
2. Maintenance of various tax obligations (with support of appropriate external advisors) including the annual tax return, FBT and BAS submissions.
3. In conjunction with the Financial Controller and in collaboration with Senior Management:
 - a. Preparing the annual budget and monitoring results against that budget;
 - b. Ensuring that reporting information required for distribution to the Board is prepared and made available to the Company Secretary in a timely manner.
4. Providing relevant and timely financial analysis and insights to other members of the ANI team to allow effective decision making.
5. Supporting the Financial Controller in maintaining the ANI Group financial model, and assisting with the development of the short and long-term organisational plan and strategy, including preparation of the annual 5 year Corporate Plan for submission to the relevant Ministers.
6. Supporting the CEO, CFO, Project Director and GM Operations on project evaluation analysis as required.

7. Maintenance of sound financial processes and procedures (with support of external resources), including the operation of the relevant financial reporting system (Technology One):
 - a. Ensuring timely issuance of invoices to customers of ANI, and management of the debtors books;
 - b. Supporting the end-to-end procurement process, ensuring ANI staff are able to raise requisitions, purchase orders and are able to effectively receive and process stock through the finance system;
 - c. Processing and payment of invoices, including managing the outsourced bookkeeping (accounts receivable/accounts payable) function.
 - d. Project Cost control activities including detailed analysis and reporting
 - e. Completing month-end procedures and closing of the General Ledger on a timely basis as agreed with the CFO.

8. Support other ANI team members in using the finance system.

9. Identifying strategies for business improvement with a view to improving service delivery in collaboration with the management team.

10. Oversight of the work undertaken by the Managed Service Providers. The services provided by the Managed Service Provider may change from time to time however currently includes the delivery of bookkeeping, accounting and payroll services

11. Other duties as required from time to time.

Qualifications, skills, experience and personal attributes

1. Tertiary degree in accounting, finance or commerce.

2. Qualified CA or CPA would be preferable (but not mandatory).

3. A minimum 3 years (or equivalent) experience operating within a finance team or accounting firm.

4. Experience using Technology1 finance system would be preferable but is not essential.

5. Ability to provide support and advise to senior executives and managers.

6. Strong financial analysis skills.

7. Experience in infrastructure, utilities or other asset-intensive industries would be preferable.

8. Excellent communication and interpersonal skills.

9. Ability to interpret complex financial and accounting problems.



HOW TO APPLY

Applications in Word format only should be forwarded to Justin Hinora by email to 23148@hender.com.au

Telephone enquiries are welcome and may be directed to Justin or Emily Taliangis on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.