



SENIOR FINANCIAL PLANNING AND REPORTING ANALYST

JOB & PERSON SPECIFICATION

MAY 2022



Job Description

POSITION TITLE:	Senior Financial Planning & Reporting Analyst
LOCATION:	SAHMRI, North Terrace
REPORTS TO:	Financial Planning & Analysis Manager
DEPARTMENT:	Corporate Services, Finance

PURPOSE AND SCOPE OF THE POSITION

The Senior Financial Planning & Analysis (FP&A) Analyst is responsible for the preparation of high-quality and timely management reports, including the analysis of current and forecast performance against budget and the identification of trends and insights; and supporting the FP&A Manager with the continued development of the reporting, forecasting and budgeting systems and processes.

KEY RESPONSIBILITIES

The specific duties include:

- Develop an understanding of all areas of SAHMRI's business and build strong working relationships with internal and external stakeholders
- Prepare monthly financial information for allocated projects and / or themes to relevant internal stakeholders, providing users with insights to assist them with the financial management of their department
- Assist with month-end and year-end close processes
- Support the FP&A Manager to deliver the annual budget and forecast processes, ensuring:
 - a consistent approach is adopted by all members of the team, driven by documented instructions and templates
 - budgets / forecasts are developed in line with SAHMRI guidelines and overall strategic direction; and
 - forecasting and budgeting processes are continually assessed and developed
- Identify any trends in the reported financial information that can be considered as part of future forecasts and budgets
- Support the FP&A Manager and in-house Oracle ERP team to provide insights on the development of the Oracle financial reporting system to better suit SAHMRI finance's growing needs
- Support the FP&A Manager to provide on-the-job coaching of members of the FP&A team to ensure their development needs are met
- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work
- Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the Code of Conduct Policy



SPECIAL REQUIREMENTS

- Some out of hours' work may be required.
- DCSI Employment Screening and Police Checks may be required.
- Compliance with SAHMRI Immunisation Policy and COVID-19 Vaccination Plan.



Person Specification

QUALIFICATIONS

- An appropriate degree in Accounting, Commerce or Economics
- CPA/CA qualified

EXPERIENCE, KNOWLEDGE AND SKILLS

- Well-developed experience in the preparation of financial reports gained within a similar role within a financial planning and analysis based team
- demonstrated experience in providing sound advice, guidance and support to a wide range of key stakeholders across the organisation with the ability to coach, support, mentor and develop other staff
- Strong analytical skills, with keen attention to detail and ability to identify trends in data
- An ability to transform complex financial information into a suitable format for a variety of audiences
- Excellent interpersonal and communication skills, and the capacity to build positive relationships with a wide variety of stakeholders as a trusted advisor able to enhance finance acumen across the organisation
- Proven ability to meet deadlines, manage competing priorities, and work under pressure
- Ability to work productively within a team environment
- Demonstrated ability to be able to work independently at times
- Advanced knowledge of Excel
- Experience using medium-sized financial information systems
- Experience within a Big 4 or comparable service-based environment an advantage, but not essential
- Understanding of accounting requirements of not-for-profit entities an advantage
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
 - **Excellence** – Bold, Driven, Dynamic
 - **Innovation** – Persistent and Focused
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun



HOW TO APPLY

Applications should be addressed to Bernie Dyer. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.