



FINANCIAL PLANNING AND REPORTING ANALYST

JOB & PERSON SPECIFICATION

JUNE 2022



Job Description

POSITION TITLE:	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 FP&R Analyst is responsible for the preparation of high-quality and timely management reports to internal stakeholders. Under guidance from the FP&R Senior Analyst and the FP&A Manager, they will analyse results and prepare reports to monitor current financial performance, forecast and budget future performance, identify trends and provide explanations for any variances.

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 project or department
- Assist with month-end and year-end close processes, including in the preparation of grant acquittal statements
- Support the FP&A Manager and Senior FP&R Analyst in the delivery of the annual budget and forecast update processes, including:
 - Assisting in the development of budget and forecast templates to be used by the wider team
 - Engaging with internal project and / or theme stakeholders to prepare project-level budgets and forecasts
 - Identifying trends in reported financial information and other non-financial information to be considered in future updates
 - Ensuring budgets and forecasts are developed in line with SAHMRI's guidelines and overall strategic direction
- Identify process improvements and work with the team to develop solutions
- Support the team in the review and development of internal policies and procedures
- Support the wider finance team with ad-hoc queries and analysis, as required
- 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

- Strong analytical skills, with keen attention to detail and ability to identify trends in data
- Demonstrable experience in assisting with the preparation of financial reports
- 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 who is 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.