



Position Description

NAME:	New Position
JOB TITLE:	Financial Planning and Data Analyst
DEPARTMENT:	Finance
DIVISION:	Corporate
REPORTS TO (TITLE):	Head of Finance
LAST DATE REVIEWED:	September 2018

JOB SUMMARY

A newly created role within the Finance team, the Financial Planning and Data Analyst will be a self-starter with the core function to manage the various financial models for business planning and business investment decisions. You will lead and develop financial planning, partnering with the Head of Finance, Senior Accounting team and other stakeholders who have input into the various models to ensure accuracy and integrity with the data, and to provide analysis and insights for Executive and Board level.

As a confident and driven individual your attention to detail and demonstrated communication skills will help provide a platform for you to tell the story behind the numbers. You will have a passion for data analytics, identifying patterns and a curious mindset. Strong excel modelling skills and data analytics experience is required, and a proven track record of anticipating and serving evolving needs, adapting to change within the business and appreciating the "big picture" will need to be demonstrated.

Significant experience working in finance in a large complex organisation is required with demonstrated ability in a financial planning and analysis role.

PRIMARY TASKS / RESPONSIBILITIES

- Lead and develop financial planning and analysis
- Create, update, refine and take ownership of financial models and operational metrics, providing commercial insight and advice to support operational and strategic decision making
- Update the framework to forecast for the Personalised Medicine program
- Deliver strategic financial plans
- Lead the Yellow Fin (BI platform) integration process with finance related systems to build and create dashboards and reports
- Drive, design and deliver targeted analysis that gives meaningful insights into business performance, including reviewing allocation methodologies for the groups recoveries and cost base.

MINIMUM REQUIREMENTS

Qualifications and experience

- 3+ years' senior experience in Financial Planning and Analysis
- Professional qualifications (CA, CPA or MBA)

KEY SKILLS

- Extensive financial modelling experience including building and maintaining complex working models.
- Demonstrated strong problem-solving skills with an ability to interrogate data and be responsible for delivering actionable insights to a range of stakeholders.
- A self-starter who can quickly identify areas of change, then design and implement solutions
- Inquisitive by nature with a strong attention to detail and a proven track record of affectively supporting executive level stakeholders in a fast-paced environment
- Ability to build strong working relationships with both technical and business stakeholders
- Ability to understand stakeholder requirements, collecting data, delivering analysis and modelling problem resolution through architecture and design documentation
- Superior communication skills both written and verbal, ability to break down solutions with different diagram techniques, and ability to act as technical point of contact interacting with vendors, internal and external stakeholders
- Strong initiative and self-starter able to investigate current landscape and find information to produce suitable solution design
- Solid experience with Microsoft SQL Server
- Demonstrated understanding and experience of real-time analytics, data stores, data modelling and data management, analytical tools, languages, or libraries
- Knowledge of data modelling and understanding of different data structures – their benefits and limitations under particular use cases

Desirable:

- Experience with BI tools such as Yellowfin, Power BI or Tableau
- Experience in project management, task planning and organisational change
- Passion for analytics and designing elegant solutions
- Adaptive mindset, agile understanding and ability to work in a demanding environment

EXPECTED OUTPUTS

- Ownership of Financial Planning and Analysis
- Financial models are maintained and refined, and new ones are identified and built
- Forecast data kept up to date and all changes to funding are quickly included in the models
- Financial Strategic plans prepared on time that include all stakeholders and provide analysis and insights for Executive and Board level
- Developed Yellow Fin (BI platform) Dashboards and Reports
- Analysis of all financial areas with recommendations for improvements in financial business performance

Children's Cancer Institute policies applicable

- Code of Conduct/Ethics
- Whistle-blowing
- Use of Electronic Resources
- Workplace Health & Safety
- Appropriate Workplace Behaviour
- Privacy
- Any other policies not listed here but are available on the Children's Cancer Institute Intranet Policies pages

SERVICE STANDARDS AND GENERAL EXPECTATIONS

- Respond to phone calls and emails within 48 hours
- Read internal communications within 48 hours
- Maintain up to date personal information in the HRIS (ConnX - Self Service) at all times

OUR VALUES

A is for **Accountability** and **Integrity**

C is for **Camaraderie**, **teamwork** and **Sharing**

E is for **Excellence** and **Success**

S is for **Satisfaction**. **The result of living our values everyday**

COMPLIANCE AND CODE OF ETHICS AND CONDUCT

Staff members are responsible for ensuring that they are familiar with and comply with their conditions of employment as stated in their individual contract, all Children's Cancer Institute Policies and Procedures and relevant ethical and regulatory guidelines. Staff must be aware that breaches by individuals will not be tolerated or condoned and may be subject to the Disciplinary Action Policy.

Your knowledge and awareness of Children's Cancer Institute Policies and Procedures (including the Code of Ethics and Conduct), will be monitored from time to time to ensure that our compliance program is effective.



Position Description

Part of compliance adherence involves the use of standardised forms, checklists, and other aids (as appropriate) to ensure that important compliance issues are not overlooked. All forms must be used in accordance with instructions and the procedures as outlined in the relevant policies and procedures to ensure that compliance to the laws and regulations occurs.

WORK HEALTH & SAFETY

- Must adhere to all WHS policies and procedures including reporting incidents within 24 hours
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- Actively participating in health and safety meeting, training and induction programs
- Complying with all safe work procedures and instructions
- Use equipment in compliance with relevant procedures, without wilful interference or misuse
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor and in the WHS reporting system (Myosh)
- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

REPORTING STRUCTURE

Position reports direct to: Finance Manager

Departmental Structure: See Organisation Chart

Note: Reporting structure may change subject to management decisions and business requirements.

APPROVED BY

All parties below need to approve by signature and date.

Lorraine Wallis

Finance Manager

Date: 19 October 2018

Name

Position

Date: _ _ _ _ _

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.