

Position Title	Principal Financial Analyst
Group/Portfolio	Finance
Classification	HEW Level 10
Position Number	00062065
Reports To	Senior Finance Strategic Leader
Employment Type	Fixed term – 2 years

1.0 Position Purpose

The Principal Financial Analyst is responsible for advancing, managing and safeguarding Griffith University's financial integrity and security and ensuring compliance with legal, regulatory and reporting requirements.

The Principal Financial Analyst plays a leadership role across the function. Supporting the Senior Finance Strategic Leaders, they will lead and develop the finance capability and be responsible for embedding an integrated approach to finance across the University; identifying and driving opportunities for continuous improvement.

The Principal Financial Analyst will take primary leadership of financial analysis projects and is responsible for applying their expertise and judgment to synthesise strategic insights to inform the development and implementation of finance policies, systems, strategies, controls and solutions. They will work collaboratively with others to analyse, prioritise and solve complex strategic, operational and transactional finance issues.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications and a professional accounting qualification.

3.0 Key Responsibilities

- Advance, manage and protect Griffith University's financial integrity and security and ensure compliance with legal, regulatory and reporting requirements.
- Lead financial analysis projects, initiatives and activities to identify, evaluate and prioritise trends, challenges, risks and opportunities and their impacts on Griffith University and develop strategies and interventions to address them.
- Create complex financial and business models to assist management in decision making in relation to executing the University's strategy.
- As the principal specialist in the portfolio(s), provide expert advice to stakeholders on key aspects of planning and performance across the

University, related strategies, plans, policies, systems and processes.

- Bring together the right expertise, working collaboratively to prioritise and solve finance problems.
- Translate Griffith University's strategic agenda to assist in determining, prioritising and driving finance objectives, policies, processes and systems.
- Develop and implement Griffith University's integrated Finance strategy and associated plans, policies, services and solutions; identifying and driving opportunities for continuous improvement.
- Develop Griffith University's finance capability and support customers to build their knowledge of and confidence in financial analysis management through guidance, coaching and mentoring.
- Consult, negotiate and influence others, managing competing tasks, priorities and expectations effectively.
- Implement the finance governance approach, processes, cadences; ensuring that projects, initiatives, services and capability comply with relevant legislation, University policies and procedures and values.
- Listen to and communicate interactively with colleagues across the university and within the finance team to respond appropriately to queries, solve problems, anticipate needs/questions; develop easily understood written material; simplify complex information; proactively share information in a balanced and timely manner.
- Promote and demonstrate cultural behaviour in accordance with the Fraud and Corruption Control Framework and the University's Integrity program. This includes acting with integrity in undertaking duties and implementing processes to effectively prevent, detect, and respond to fraud and corruption within the University.
- Maintain compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).