POSITION DESCRIPTION – Finance Analyst	
Part 1 – Expectations for Your Role	
Position	Finance Analyst
Service / Program	Organisational Enablement - Finance
Industrial Instrument	Each Enterprise Agreement 2024
Instrument Classification	Support Services - Level 5
Reports to	Manager - Financial Planning and Analysis
Effective Date	October 2026

Position Purpose

The Finance Analyst provides financial analysis, forecasting, modelling and reporting support to enhance organisational decision-making and financial sustainability. The role is responsible for maintaining financial models, performance insights, budgeting and forecasting tools, and management reporting that support operational and strategic planning. Working closely with the Manager – Financial Planning and Analysis, the Finance Analyst delivers accurate analysis, identifies trends and drivers of performance, and maintains reporting and analytical solutions that strengthen organisational planning, monitoring and resource allocation. The Finance Analyst is the technical financial analysis and reporting role within the FP&A function. The role focuses on financial modelling, forecasting, reporting, data analysis and decision-support activities. The role also focuses on providing objective financial analysis and technical expertise to the FP&A team, while responsibility for stakeholder engagement, financial advisory support and operational business partnering remains with Finance Business Partners.

Key Deliverables

Budgeting, Forecasting & Financial Performance

- Maintain and continuously improve budgeting, forecasting and long-range planning models.
- Support the preparation of annual budgets and periodic forecasts through analysis of historical trends, operational drivers and funding assumptions.
- Analyse financial performance against budget, forecast and prior periods, identifying key variances, underlying drivers, risks and opportunities.
- Monitor forecast accuracy and recommend improvements to forecasting methodologies and planning processes.
- Maintain financial models and forecasting tools to support scenario analysis, sensitivity analysis and forward financial planning; including the core planning assumptions used across the organisation.

Financial Analysis and Insights

- Conduct detailed financial analysis to identify performance trends, operational drivers and emerging financial risks and opportunities.
- Prepare objective analysis and scenario assessments to support decision-making by Finance Business Partners.
- Undertake ad hoc quantitative financial analysis to support funding reviews, service viability assessments, business cases and organisational planning activities.

- Develop financial models and scenario analyses to quantify the financial implications of proposed initiatives, service changes, funding variations and organisational projects.
- Conduct payroll and workforce analytics, including leave utilisation and leave liability trends, labour efficiency measures, overtime analysis and price-volume-mix variance assessments, to identify key drivers of financial performance and support workforce planning, budgeting and forecasting activities.
- Produce financial commentary, modelling outputs and analytical reports that inform planning, budgeting and resource allocation decisions.

Management Reporting and Performance Monitoring

- Prepare and maintain recurring financial and performance reporting looking for efficiencies through standardisation, automation and continuous improvement initiatives.
- Analyse key performance indicators, investigate variances and identify underlying business drivers and trends.
- Maintain reporting frameworks, dashboards and performance metrics to support organisational monitoring and decision-making.
- Maintain appropriate controls, documentation and validation processes to ensure the integrity of financial and operational data/information.

Financial Modelling and Decision Support

- Maintain and enhance financial reporting, planning and analytical tools using available finance systems and technologies.
- Support data governance initiatives by promoting accuracy, consistency and integrity of financial information.
- Maintain dashboards, data visualisations and analytical solutions that improve organisational insight and decision support.
- Support implementation and enhancement of finance systems, reporting platforms and planning tools.

Continuous Improvement and Finance Transformation

- Participate in continuous improvement initiatives that enhance financial processes, reporting, forecasting and analytical capability across the organisation.
- Identify opportunities to streamline workflows, automate routine activities and improve the accuracy, timeliness and accessibility of financial information.
- Support finance transformation initiatives through process redesign, systems enhancement, standardisation and implementation of best-practice FP&A methodologies to eliminate inefficiencies, reduce manual effort and improve service delivery.
- Develop and maintain documentation, procedures and reporting standards that promote consistency, efficiency and continuous improvement.
- Measure and report on improvements in finance process performance, reporting efficiency and forecast accuracy.
- Maintain the accuracy, consistency and integrity of financial data across relevant systems and reporting models.
- Monitor emerging finance, reporting and analytical practices and recommend improvements that enhance organisational capability.
- Contribute to a culture of innovation, continuous learning and operational excellence within the finance function.

Skills

Technical and Analytical:

- Advanced financial modelling and forecasting capability.
- Strong analytical and quantitative problem-solving skills.
- Demonstrated ability to interpret complex financial and operational data.
- Advanced Excel and financial reporting system skills.
- Experience with data visualisation and reporting tools.

Process Improvement:
- Strong process improvement and systems thinking capability.
- Ability to identify opportunities for automation and reporting efficiencies.
- High attention to detail and commitment to data integrity.

Collaboration:
- Ability to communicate analytical findings clearly to technical and non-technical audiences.
- Ability to work collaboratively within cross-functional teams.

Values:
- Alignment with organisational values and community-focused outcomes.

Experience and Knowledge

- Demonstrated experience in financial planning and analysis, management reporting, budgeting, forecasting or financial modelling.
- Experience analysing large and complex datasets to generate meaningful business insights.
- Experience developing financial models, business cases and decision-support tools.
- Experience improving reporting processes, systems or analytical frameworks.
- Understanding of activity-based costing or service performance frameworks.
- Working within complex, service-based organisations (health, community services, NFP, or public
- sector).
- Experience in community health, public health, or not-for-profit settings.
- Knowledge of government funding models and reporting requirements.
- Familiarity with financial systems and ERP platforms

Qualification/Registrations/Licences

- **Educational Background:** Degree in Accounting, Finance, Commerce, or related discipline.
- **Professional Memberships:** CA or CPA qualification (or currently working towards).

Physical Requirements

- **Office Environment**: Sit for extended periods and use office equipment.
- **Data Entry**: Handle administrative tasks.
- **Office Mobility**: Move around the office and attend meetings.
- **Light Lifting**: Lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory**: Read documents and communicate effectively in person and via phone/video.
- **Travel**: Travel locally to Each locations.

Why we include physical requirements in our Position Descriptions

We list the physical requirements of a role to ensure transparency and to support equitable access to employment. This information helps candidates understand the nature of the role and identify any workplace adjustments or supports they may need to thrive in it. Our aim is to create an inclusive environment where everyone can perform their role safely and effectively, with the right accommodations in place.

If you have specific access needs or would benefit from adjustments to the recruitment process or the role itself, we warmly encourage you to let us know. We're committed to working with you to find solutions that support your success.

POSITION DESCRIPTION - Employee
Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

Employee Responsibilities

An Each employee is responsible for:

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

Key Selection Criteria

<u>Skills & Behaviours</u>

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

<u>Desirable Experience, Knowledge, and Qualifications</u>

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.

- Understanding of the Not-For-Profit and Health sectors.

Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.