

POSITION DESCRIPTION

Senior Analyst, Financial Analysis and Commercial Evaluation



POSITION DETAILS

Position Title	Senior Analyst, Financial Analysis and Commercial Evaluation
Classification	HEW Level 8
Position Number	7012804
School/Office	Office of Finance
Division	Division of the Chief Operating Officer (COO)

POSITION PURPOSE

The Senior Analyst, Financial Analysis and Commercial Evaluation position is responsible for supporting the operational activities of the Finance portfolio, working in conjunction with the Manager, Financial Analysis and Commercial Evaluation in delivering bespoke financial evaluations, business assessments and business case submissions using and applying the latest financial modelling techniques, tools and concepts when analysing business cases. The position engages key stakeholders to deliver financial planning activities, systems analysis and process improvement.

KEY ACCOUNTABILITIES

1. **Contribute to the planning and policy development** function of the Office of Finance and Procurement and provide financial advice in relation to commercial activities by applying the latest corporate finance and quantitative analysis techniques in a clear, concise and comprehensive manner.
2. Under the direction of the Manager, Financial Analysis and Commercial Evaluation, **manage assigned projects and develop accurate financial models, evaluation and decision support tools** in a presentable format for Executives and other users to support effective decision making to assist in the evaluation of strategic commercial projects of the University.
3. **Provide high level support** to the Manager, Financial Analysis and Commercial Evaluation and the Finance portfolio and liaise with senior colleagues, including Chief Executive Officers across the University, on developing and providing quality financial planning advice, policy and procedure development and analysis, evaluation and input on commercial activities to ensure sound financial and business practices.
4. **Assist with the development and implementation of clear, high quality strategic functions** to ensure the effective and efficient delivery of the University's services.
5. **Prepare financial models and business cases** for strategic initiatives of the University in conjunction with relevant positions in the Finance portfolio.
6. In conjunction with the Manager, Financial Analysis and Commercial Evaluation, **develop operational budgets and related management plans** in accordance with compliance of the Finance Office's strategic planning objectives and budgetary constraints.

7. **Provide and maintain quality financial services and professional business case/risk analysis and assessment services** to key stakeholders, including supporting the management of various ongoing projects.
8. Recommend the involvement for existing and potential Western Sydney University business relationships and activities.
9. **Promote, maintain and establish strong and effective collaboration** with senior colleagues in key operational and reporting lineage areas within the University and external organisations and encourage similar collaboration by staff.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Bachelor's degree in business, economics or finance and postgraduate qualifications or progress towards postgraduate qualifications preferred, or an equivalent combination of relevant professional experience and achievement.
2. Demonstrated knowledge and understanding of corporate finance techniques and extensive experience in financial modelling, project evaluation and analytics with the ability to determine and present financial insights in a clear, concise and meaningful way.
3. Demonstrated understanding of Activity Based Costing (ABC) and/or Project Costing, preferably within a Tertiary Education Sector context.
4. Demonstrated high level relationship management skills, including the ability to liaise with clients of diverse financial understanding about their financial requirements, with the ability to effectively respond to client needs, issues and expectations.
5. Demonstrated interpersonal, written and oral communication skills, with the proven ability to liaise effectively and professionally with staff at all levels and explain financial concepts and requirements to staff with a diverse range of professional and/or academic backgrounds.
6. Demonstrated pro-active mindset with ability to engage in critical thinking, express ideas and propose solutions to complex issues impacting a diverse range of stakeholders. Well-developed organisational, coordination and analytical skills including the proven ability to manage high volumes of information and prioritise workload, problem solve, maintain attention to detail, meet timelines and ensure quality outcomes in the production of accurate and effective reports, analysis and insights.
7. Proven ability to work independently and engage dynamically and effectively as an active member of a client focused team, assisting other staff across the University where required and completing duties with minimal supervision.

KEY RELATIONSHIPS

This position reports to: Manager, Financial Analysis and Commercial Evaluation

This position supervises: N/A

Key internal relationships:

- Manager, Financial Analysis and Commercial Evaluation
- Finance team, including Director of Financial Performance and Analysis
- Office of Finance and Procurement team, including - Chief Financial Officer
- Pro Vice-Chancellors, Directors, Deans, Deputy Deans, School and Institute Managers, Divisional budget managers

Key external relationships:

- Professional Services Providers
- Consultants

CHALLENGES

- Supporting the operations of the University by providing commercial and financial advice to support decision making on business cases related to operational and strategic activities, and development of appropriate decision support tools to assess the potential impact of various investment options.
- The complexity of the problems that the position may face will relate largely to project variables but may not always be clear cut. Being able to engage with and influence key stakeholders when this occurs.
- High levels of attention to detail to ensure accuracy of financial data while also possessing the ability to think conceptually as necessary.
- Creative and strategic thinking will be required to undertake responsibilities.
- The need to prioritise changing stakeholder demands with limited resources, and devise new procedures or implement changes to achieve the desired objectives.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: Executive Director, Human Resources

Date: 12/11/2020