

Position Title	Analyst
Group/Portfolio	Finance
Classification	HEW Level 6
Position Number	00053520
Reports To	Finance Strategic Leader
Employment Type	Continuing

1.0 Position Purpose

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

The Analyst is responsible for applying their expertise and judgment to develop 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 strategic, operational and transactional finance issues.

The Analyst will analyse the internal and external operating environments to contribute to the identification of trends, challenges, risks and opportunities and their impacts on Griffith University. They will contribute to the development of insights to enable strategic investment decision-making and is committed to providing high quality colleague experience.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications and have achieved or be studying towards a professional accountancy 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.
- Under guidance, develop compelling strategic insights to contribute to the development, implementation and/or enhancement of finance policies, systems, strategies, controls and solutions.
- Contribute to the development and delivery of comprehensive and insight-driven advice on strategic financial decisions to enable customers/the University to minimise financial risks and maximise opportunities.
- Work collaboratively with others to prioritise and solve strategic and

operational finance issues.

- Develop Griffith University's finance capability and support customers to build their knowledge of and confidence in financial analysis and management through coaching and mentoring.
- Analyse the internal and external operating environment through research, data and information analysis and/or consultation to contribute to the identification of trends, challenges, risks and opportunities and their financial impacts on Griffith University.
- 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](#).