

Womens Health & Family Services

Diversity | Innovation | Equity | Excellence | Respect | Trust | Integrity | Quality

Job Description

Title Business Analyst

Classification	Type	Location	Date of this document
Level **	Fixed Contract	Northbridge	26-February-2019
Program	Corporate Services		
Responsible To	Chief Financial and Operations Officer		
Overall Purpose	<p>The Business Analyst is a key role within the organization that interfaces between corporate and client services to improve business processes and systems, particularly in relation to the accounting function.</p> <p>The Business Analyst provides support to the CFOO in the preparation of monthly financial and operating reports; and in the design and implementation of management reporting.</p> <p>The Business Analyst provides support to the executive team and managers to monitor performance against targets, and analysis of existing and new business opportunities.</p>		

Summary of Duties to be Performed

Leadership/Communication

- Support the philosophy of WHFS.
- Network with stakeholders, individuals and groups in the community as required.
- Promote teamwork within WHFS by developing good working relationships with other employees, actively participating in meetings as required, being aware of the impact of one's actions on other workers and demonstrating initiative.

Administration

- Support the development of operational reports to assist front line managers to manage budgets and prepare contract reports.
- Document business processes relevant to operational reporting.
- Participate in meetings and training as a contributing team member.
- Observe system change management principles.

Operational

- Prepares monthly financial reports in accordance with agreed completion dates.
- Reviews and analyses business workflow with an overall aim of improving processes through redesign and/or automation.
- Perform financial analysis, including for business cases and feasibility studies.
- Provide support to managers in analyzing performance against targets.
- Develop, review and implement tasks to assist the CFOO to enhance the functionality of corporate services across the organisation.
- Assist in providing training in new business processes for employees as requested and/or identified.

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- Develop and maintain resources for use by employees.

Work Ethic

- Accepts direction and feedback for professional behaviour and implements changes as a result of feedback.
- Demonstrate a good work ethic by keeping to agreed time lines, accepting responsibility for outcome of own work, arriving punctually to meetings and activities, monitoring and reporting to agreed to targets and goals.
- Adhere to the policies, protocols and procedures of WHFS.

Information and Knowledge Management

- Participate in knowledge management activities, particularly identification, acquisition, sharing and preserving of knowledge.
- Gather, organise and share explicit and tacit knowledge.
- Update relevant databases of good work practices and lessons learned to retain organisational knowledge.

Quality

- Reviews existing processes and identifies opportunities for business process improvement with a particular focus on automation
- Comply with the Quality Management System at WHFS and recognize that it forms a fundamental part of ensuring WHFS has the highest quality and safety standards to ensure delivery of client focused outcomes.

Risk

- Carry out any directives that help manage risk including carrying out any agreed risk management activities, reporting incidents in accordance with approved procedures and alerting management to any risk identification or increases in risk that do not appear to have been sufficiently controlled.

Other

- Undertake other duties as required.
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Selection Criteria

Essential

- Tertiary qualifications in Business and or Finance.
- Strong financial acumen and the ability to understand commercial drivers.
- Demonstrated experience in the preparation of financial and management reports, particularly in compliance with monthly and annual reporting cycles.
- Extensive experience in financial modelling using Microsoft Office tools to support feasibility and business case preparation.
- Experience in business process analysis and improvement.
- Strong understanding of how information systems support business operations.
- Understanding of the application of project management principles, particularly in support of change initiatives.
- Exceptional written and oral presentational skills with an ability to present complex information in a clear and articulate manner.
- Proactive approach to work and the ability to anticipate the needs of the business
- Current 'C' class driver's license.
- National Police Clearance

Desirable

- Post graduate qualifications in applied finance, financial modelling or business transformation.
- Membership of a business related professional body such as CPA, CA or CFA.

It is the policy of WHFS that all employees undergo national criminal record screening. The cost is borne by the employee.