

<b>Job title:</b> Financial Planning Analyst	
<b>Classification:</b> Band 7	<b>Effective Date:</b> Sep-2024
<b>Reports to:</b> Coordinator Financial Planning & Analysis	<b>Tenure:</b> Permanent

## About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



## CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

### Collaboration

We work flexibly together to achieve outcomes and solve problems.

### Respect

We actively listen, value diversity and care.

### Excellence

We adapt, respond, learn and grow.

### Accountability

We take responsibility and follow through on our promises.

### Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

## Goal Statement

The Financial Planning and Analysis (FP&A) Accountant is responsible for supporting the Coordinator, Financial Planning & Analysis and Manager of Finance to deliver department objectives with a particular focus on budget development, monthly reporting and analysis.

## Key Responsibilities

### *Position Specific Responsibilities*

#### *Planning*

- Support Coordinator FP&A with coordination, preparation and review of the annual Council Budget within the established budget principles, including (but not limited to):
  - Budget planning processes;
  - Development and review of labour, fees and charges and departmental budgets;
  - Development and review of Fees and Charges schedules / reports;
  - Collation of supporting documentation for New Business Initiatives; and
  - Preparation of reports to management and Council.
- Undertake Corporate Overhead modelling for Departments.
- Support the Coordinator FPA with coordination and review of quarterly forecasting process.
- Support the Coordinator FPA to deliver specialist Financial Services including:
  - Contribute to the update of the Long Term Financial Plan model.
  - Assist with the development and update of the Revenue and Rating Plan.
  - Implementation of the integrated strategic planning requirements under the *Local Government Act 2020*
  - Support the administration of the annual budget community engagement process.

#### *Reporting*

- Prepare key management reports including the monthly Executive Leadership Team and Council Financial Report.
- Prepare PowerPoint presentation for monthly and quarterly finance briefing.
- Liaise with Capital Works team for the production of monthly capital related reports.
- Contribute to the preparation and review of Local Government Performance Reporting Framework (LGPRF) financial data and trend analysis for the Annual Performance Statement and Annual Report.
- Assist Financial Accounting team with year-end processes including accrual journals and preparation of supporting work papers for the Annual Financial Statements.

### *Analysis*

- Ensure the monthly and quarterly reports are accompanied by sufficient and appropriate analysis of financial performance and trajectory.
- Development and maintenance of a business / service driver and key performance indicator framework for management reporting (or to augment management reporting).
- Partner with departments to understand financial performance and provide analytical support where required.
- Assist with implementation and management of a Business Intelligence framework and software.
- Provide and improve suite of employee and major initiative/initiative reporting.
- Support initiatives and outcomes arising from strategy development (including organisational / service reviews).

### *Systems*

- Support and back up system administration of Council's budgeting and reporting system (Magiq).
- Provide regular Magiq training sessions and support and guidance to all users.
- Identify and implement improvements in Magiq including development of reports and other tools.

### *Other*

- Provide specialist advice and information to other staff on general ledger and FP&A matters.
- Identification and preparation of cost reallocation journals as required.
- Undertake projects and provide support to departmental staff.
- Identify opportunities for business transformation that improve both FP&A team and overall Council operations and service delivery capability.
- Support the Coordinator, FP&A with other duties as required.

### *Corporate Responsibilities*

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Protection of confidentiality as required.

## Accountability and Extent of Authority

**Budget:** Nil

**Staff responsibility:** Nil

## Judgement and Decision Making

*Accountability and Extent of Authority:*

- Provide specialist business advice and support business units in relation to budgeting, reporting and analytics.
- Provide proactive quality and timely management information and reports.
- The freedom to act is governed by legislation, Council policy, operating procedures and the business objectives and budget of the Finance Department.

*Decision making:*

- The nature of the work is usually specialised with financial methods, procedures and processes. Problem solving may involve the application of financial / accounting techniques to new situations. In some situations, resolution may only be available after seeking external advice.
- The Financial Planning and Analysis Accountant fully briefs the Coordinator FPA on issues that have the potential to impact on key corporate business imperatives.

## Specialist Knowledge and Skills

- Demonstrated application of medium to large Enterprise Resource Planning (ERP) software.
- Experience with using and extracting data from databases and reporting systems.
- Demonstrated proficiency in the use of the Microsoft suite of applications including advanced Excel skills.
- Experience with Magiq Performance budgeting and reporting system.
- Strong technical skills in working with large and complex data sets (financial and non-financial).
- Sound knowledge of accounting standards and concepts.
- High level analytical skills.
- High level organisational skills.
- Understanding of corporate or Council planning processes.
- Well-developed report writing skills.
- Well-developed presentation skills.
- Confidence in working with and challenging upwards.

## Qualifications and Experience

- Tertiary qualification in Accounting or a related discipline.
- Membership, or progress towards membership, of a professional accounting body (CPA or ICAA).
- Successful experience in budgeting, financial reporting and analysis in an organisation with complex business systems and a diverse range of services.

## Interpersonal Skills

- Perform work professionally and with integrity.
- Highly self-motivated, proactive approach to achieving objectives and delivering high quality outputs.
- Ability to engage constructively and actively with colleagues, community and councillors to establish positive relationships and partnerships in order to deliver services.
- Committed to assisting fellow team members.
- Learning focus and natural curiosity to understand “why it is what it is” and “what it should be”: an enquiring mind backed with data driven insights.

### Key Relationships:

- Liaise with management and staff at all levels, particularly managers and coordinators with budgetary responsibilities.
- Provide specialist advice on FPA matters to all staff and maintain professional and collaborative relationships.
- Develop networks both within and outside Council including the FinPro network.

## Management Skills

- Ability to manage time, set priorities and plan and organise their own work so as to achieve specific and set objectives in the most efficient way possible within set time lines despite conflicting pressures.
- Ability to identify, make recommendations and implement process improvements.
- Ability to discuss and resolve financial issues with counterparts in other units and organisations.

## Application Requirements

- Satisfactory National Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

## Key Selection Criteria

- Tertiary qualification in accounting or related discipline and CPA or CAANZ membership.
- Demonstrated experience in budgeting and financial/management reporting in an organisation with complex business systems and a diverse range of services.
- Well-developed communication, interpersonal and influencing skills with the ability to work collaboratively with a range of stakeholders.
- Demonstrated experience in developing and performing data analytics, utilising extensive Microsoft Excel skills and the use of business intelligence or other systems.
- Demonstrated experience in identifying and implementing process and system improvements.
- Experience with Magiq Performance budgeting and reporting system.

## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.			
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms	Extensive use of keyboard and lap top for meetings and work requirements	High use	
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.	May be required during course of day when referring to additional documentation	Medium use	
<b>Standing</b> Tasks involve standing in an upright position			
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height	May be required during course of day when referring to additional documentation	Minimal use	
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects			
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another	May be required to collect files	Minimal use	
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body			
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.	Extensive use of keyboard and lap top for meetings and work requirements	High use	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	<i>Comments</i>
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence			

**Any other relevant comments: N/A**