

POSITION DESCRIPTION

Position Title:	Financial Analyst
Position Number:	10966
Directorate:	Corporate Services
Reports to:	Manager Financial Services/CFO
Supervises:	Nil
Department:	Financial Services
Agreement:	City of Karratha Enterprise Agreement 2023
Classification:	Level 6

1. POSITION OVERVIEW

As a member of the financial services team, the Financial Analyst is responsible for the preparation of timely, effective and timely production of asset related financial reports, assets and stock.

1.1. Position Objectives

- Analysis of financial results, monitoring of variances to budgets, identifying trends, recommending actions to management.
- Modelling cost of operations and revenue including establishing fixed & variable costs, collecting operational data, development of visual dashboards to reflect performance against budgets and funding guidelines.
- Identify initiatives to improve processes, systems, business intelligence and work practices.
- Present financial information in a way that is useful to inform management decisions.
- Provide accurate and timely financial information that facilitates and compliments a stronger strategic business management focus.
- Assist in the preparation of Council's asset management plans, Long Term Financial Plans and the annual budget with provision of support in other financial services areas as required.
- Assist in the pre and post tender analysis as required.
- Monitor and manage the Treasury function based on accurate cash flow forecasting.
- Provide information, support and assistance to Council and other staff in matters relating to finance.

2. DUTIES & RESPONSIBILITIES

2.1. Financial Services

- Assist in the preparation and update of the City's Long Term Financial Plan under general direction from the Manager Financial Services/ CFO, Management Accountant and Corporate Accountant.
- Develop and maintain sophisticated Strategic Rating Models in line with organisational and legislative requirements.
- Assist the Corporate Accountant in the preparation of the City's annual financial statements.
- Manage the City's Treasury function in line with the City's Investment policy
- Assist with audit enquiries in respect of the City's financial records and ensure internal and external audit recommendations are implemented in a timely manner.
- Prepare statistical reports and grant acquittals as required.

- Perform financial health assessments of the City's directorates/departments on a regular basis
- Prepare various reports and statements for Councillors, City Staff and external organisations
- Prepare and approve journal entries.
- Assist other Divisions regarding financial information and statistical data for grant reporting, acquittal and cash flow purposes
- Provide support to the Manager Financial Services/CFO, Management Accountant and Corporate Accountant in day to day functions as required.
- Assist the Management Accountant and Manager Financial Services/CFO in the preparation of the Annual Budget and Long Term Financial Plan as required.
- Ensure processes are captured and updated in Promapp software.

2.2. Occupational Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1. Authority and Accountability

- Works under the general direction of the Management Accountant.
- Works in accordance with approved Council's policies, procedures and guidelines.

3.2. Judgement and Problem Solving

- Ability to exercise judgement to problem solve by reference to established processes, procedures, precedents, and instructions.

3.3. Specialist Knowledge and Skills

- Working knowledge of the *Local Government Act 1995*, associated Regulations, and the Australian Accounting Standards, in particular areas pertaining to the preparation of Strategic Local Government Financial Reporting requirements.
- Developed computer skills including a working knowledge of the Microsoft Office software suite, business intelligence/data analytics, electronic banking and bill paying processes and other corporate software packages sufficient to be able to produce financial and other reports for internal and external publication.

3.4. Inter Personal Skills

- Sound communication, interpersonal and negotiation skills to enable effective provision of advice, information and assistance to a range of people including those with limited knowledge of financial practices and procedures.

- Well-developed time management skills and demonstrated ability to effectively handle multiple projects.

3.5. Qualifications and Experience

- Demonstrated knowledge of financial analysis and business intelligence tools, practices and principles
- Relevant qualifications and/or experience in accounting or financial management
- Demonstrable experience in a similar position within a medium to large organisation
- Current C Class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)