



Mission – To provide affordable quality Christian education

Vision - Serving Christ by equipping students for His world

Position Description

Position Title:	Finance Business Analyst
Employee Name:	
Department:	Group Office
Responsible to:	Manager, Systems & Process (IT) with a dotted reporting line to the Chief Financial Officer as the key stakeholder
Key working relationships:	Finance team, Business Partners, IT department, Treasury and Payroll teams and finance consultants
Position Purpose:	To facilitate the delivery of high-quality financial reporting using the Anglican Schools Corporation (ASC) Financial reporting tool working in partnership with team members to develop and maintain the systems used to generate the financial reporting capabilities of the organisation.
Key Responsibilities	<ul style="list-style-type: none">• Translate key financial reporting outcomes for ASC into technical requirements for production in financial reporting tools.• Build effective working relationships with stakeholders, vendors and developers to meet financial reporting outcomes in desired timelines.• Delivery of financial reporting solutions in reporting tool in accordance with Group Office team requirements, ensuring adequate flexibility in the financial reporting solutions to accommodate potential changes in requirements over time.• Monitor control of financial information in finance reporting tool to ensure users have appropriate access levels to meet their financial reporting needs.• Management of the Systems Accountant
Main tasks	Financial Reporting requests <ul style="list-style-type: none">• Prioritise and project manage financial reporting requests received, maintaining a clear record of the progress and status in development.• Actively drive actions to progress development and provide advice in the prioritisation of requests• Build out a long term forecasting tool, including working closely with the Group Office teams for their requirements, particularly Treasury. Build the capability to run consolidated scenario analysis.

	<ul style="list-style-type: none"> • Create and troubleshoot complex SQL queries to produce financial reports from key business systems. • Understand and troubleshoot integrations between key business systems used with the Anglican Schools Corporation. <p>Document solutions</p> <ul style="list-style-type: none"> • Propose and clearly document solutions and reporting to match user needs along with any reporting issues that may arise. <p>Budget monitoring</p> <ul style="list-style-type: none"> • Monitor use of developer budget and control impact on users during the development of solutions. Vendor management and costs, including negotiation and management of service level agreements. <p>User acceptance testing</p> <ul style="list-style-type: none"> • Perform and/or oversee user acceptance testing for all changes and new reporting developments <p>Policies, procedures, and training</p> <ul style="list-style-type: none"> • Develop and maintain policies, user guides and training materials for ASC financial reporting tool. • Deliver training and support to users as required <p>Financial Systems Support</p> <ul style="list-style-type: none"> • Support the systems feeding into the BI tool, including the general ledger, payroll and billing systems. <p>People management</p> <ul style="list-style-type: none"> • Management of the Systems Accountant position
Requirements and Qualifications	<ul style="list-style-type: none"> • BI tool implementation experience, use of Calumo desirable but not essential • Strong technical SQL programming capability • Accounting or Business degree • Project management experience • People management experience

Signature of holder of Position:	
Date:	
Manager's Signature:	