



## POSITION DESCRIPTION

<b>Position Title:</b>	Financial Planning Analyst
<b>Cluster / Business Unit / Division</b>	Financial and Operational Services (FOS)
<b>Section or Unit:</b>	Group Finance
<b>Classification:</b>	Band 6
<b>Job Family:</b>	Accounting & Finance
<b>Position Description Number:</b>	PD-0947
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	NON-STEMM

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### POSITION PURPOSE

The primary objective of the Financial Planning Analyst is to provide business and advisory services to assigned divisions/institutes or business units.

### ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

The Financial and Operational Services (FOS) Division delivers centralised Finance and Accounts, Procurement Services, Risk and Quality support to ANSTO. Financial and Operational Services (FOS) have a number of distinct activities in providing:

- Finance, accounting administration & controllership, treasury, supply chain & procurement support
- Commercial financial systems and process support and analysis
- Leadership in Government accounting & budgeting / reporting

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

#### CUSTOMER SUPPORT AND REPORTING

- Be a valued Business Partner by achieving excellence in Customer Service, exceeding Customer Expectations and a focus on customer intimacy. Be an integral part of the Management Leadership team by providing value-add service and develop strong Business Partnership relationships.
- Build strong relationships with clients and create customer satisfaction through, engaging on a regular basis and responding to enquiries in a timely and accurate manner.
- Support periodic financial reporting and forecasting, provide meaningful commentary to Business Unit leads on Financial P&Ls and forecast variances within KPI deadlines.
- Ensure the financial accuracy of forecasts in conjunction with designated Business Leads/ Managers. Provide accurate and timely financial recommendations to all levels of management on business variances, margin variations and stock movements for decision making purposes and to drive efficiencies.
- Participate in IBP / IBM business processes to clearly identify financial gaps and work with Business Clients to achieve ANSTO outcomes.
- As a super-user, assist clients with use of finance systems across ANSTO.
- Ensure compliance with Accounting Standards and Statutory Audit requirements.
- Partner with the Business Development teams to prepare and evaluate commercial opportunities and investment options and assist with development of NPP applications as applicable to assigned portfolio.

#### CAPITAL:

- Assist the Clients with business case development including capital budgeting analysis, cash flow determination, discounted cash flow and ROI for business projects.
- Participate in Portfolio Capital Committees as Finance representative (if applicable). Complete all delegated workflows for Capex approvals after proper scrutiny of Business cases. Be the point of contact between the designated Portfolio Capital Committee and the Group Finance team.
- Load Capex budgets and re-allocate funds between projects as appropriate.
- Perform FP&A allocated tasks associated with AUC closure within KPI deadlines and assist the business with the same.

#### SYSTEMS:

- Maintain Budgeting, Financial Forecasting and modelling tools to support operational and strategic initiatives.
- Perform system administration for a range of finance systems across ANSTO on an as needs basis:
  - If designated as the ABPS Administrator, manage and support ABPS deadlines like cycle rollover, BW update, reconciliations, forecast opening & closing etc. within timeframes and KPI's.
  - If performing the additional role of Systems Accountant, manage month-end settlements and support month-end ECC closure within Timeframes and KPI's. Update Hierarchies, set-up cycles and perform UAT's as and when required.
- If designated as the back-up to the ABPS Administrator, keep up-to-date with ABPS tasks to ensure completion as and when required.
- If designated as the back-up to the System's Accountant, assist the FPA performing the role of Systems Accountant in his/her task to maintain the organisational hierarchy, activity rates and other critical master data as relevant to client's areas assigned.
- In conjunction with IT, participate in the development of enhanced solutions for SAP FICO, BW and ABPS. Be a valued contributor in IT improvements.

#### PEOPLE and TEAM-WORK:

- Actively contribute to the team, supporting the FP&A Manager and other members of the team as required on an ad hoc basis.
- Undertake additional duties as required and during period of leave of other staff.
- Support the FP&A Manager and NST Finance Manager with IBP reporting requirements for ANSTO IRR/ IBM.
- If designated, maintain the Group Finance KPI tracker for submission to IBP meetings.

#### Decision Making

- The FPA works within the framework of Accounting legislation, policies and professional standards.
- The ANSTO values, organisational corporate plan, business plan and IBP program provide the context for the FPA position.
- The role holder uses specialist knowledge and experience to consider and evaluate issues specific to the assigned business unit/ portfolio. The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to assigned portfolios/ Business Units and is required to ensure that decisions are based on sound evidence.
- The expectation is that decision-making will be escalated to the FP&A Manager/ NST Finance Manager in situations with significant inter-divisional impact or where expert advice is needed.
- The FPA will determine key work priorities within the context of agreed work plans. The FP&A Manager will be consulted on competing important priorities, complex, sensitive and major issues that have a significant impact on the assigned business portfolios, Finance or ANSTO.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

## Key Challenges

- Contribute to the success of the Group Finance model, establish productive working relationships which clients view as supporting their business needs.
- Ensure an effective interface between clients, the FP&A team and other members of Group Finance especially NST Finance manager and Finance Manager Manufacturing.
- Identify and optimise the synergy generated within the FP&A team with a view to improved customer service and client support.
- Promote and educate client groups of central finance initiatives in a manner that is understood by customers.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
FP&A Manager	<ul style="list-style-type: none"> <li>• Receive guidance and direction. Assign portfolios.</li> <li>• Provide authoritative and evidence based advice especially on knowledge about other portfolios within the team which affect the FPA's assigned BU's.</li> <li>• Recommend and gain endorsement for plans, goals and other initiatives</li> </ul>
FP&A Team members	<ul style="list-style-type: none"> <li>• Share knowledge and skills within the team, back-up support.</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Make financial reports of the assigned portfolio available for team member reference.</li> <li>• Resolve conflicts amicably, collaborate and share accountability.</li> <li>• Assist the Systems Accountant in maintaining critical master data as relevant to business area.</li> </ul>
NST Finance Manager	<ul style="list-style-type: none"> <li>• Receive guidance and support</li> <li>• Provide authoritative and evidence-based advice especially on knowledge about other NST portfolios which affect the FPA's assigned BU's.</li> </ul>
Assigned Portfolio/ Business Unit Leaders	<ul style="list-style-type: none"> <li>• Establish and manage effective relationships and maintain ongoing productive working relationships with all stakeholders.</li> <li>• Engage with client for periodic reporting and forecast reporting especially in relation to IBP requirements</li> </ul>
Shared Services	<ul style="list-style-type: none"> <li>• FPA is the Finance Interface between the business and Shared Services.</li> </ul>
<b>External</b>	
External Auditors	<ul style="list-style-type: none"> <li>• Establish and manage effective relationships and maintain ongoing productive working relationships with all stakeholders</li> <li>• Give the auditors any information, explanation or assistance required for the purpose of the audit or review.</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Manager Financial Planning and Analysis
Direct Reports	Nil
Indirect Reports	Dotted line reporting to the NST Finance Manager
<b>Special / Physical Requirements</b>	

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking and strong communication skills
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

### Workplace Health & Safety

Specific role/s as specified in <a href="#">AG-2362</a> of the ANSTO WHS Management System	All Workers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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### ORGANISATIONAL CHART

On file

### KNOWLEDGE, SKILLS AND EXPERIENCE

1. A Degree in Finance and/or Accounting and equivalent experience in Management Reporting.
2. CA/CPA membership is desirable or working towards one. Sound Accounting and Finance knowledge.
3. Extensive experience in business advisory services and client interaction.
4. Strong Customer Focus.
5. Experience in forecasting, budgeting and analysis in a financial environment.
6. Well-developed verbal and written communication skills, including technical report writing skills.
7. Proven capacity to work as part of a team and be adaptable and flexible.
8. Sound business acumen /sound judgement.
9. Proficient in Microsoft Office, SAP, Forecasting Systems.
10. Demonstrated project management skills.
11. Demonstrated commitment to continuous improvement.

### VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Linnet D'Sylva	Name:	
Title:	FP&A Manager	Title:	
Signature:		Signature:	
Date:	2 <sup>nd</sup> July 2019	Date:	