

Position Description

SECTION 1

POSITION TITLE: Finance Planning Analysis Specialist

TYPE OF EMPLOYMENT: Full Time/ Fixed Term

KEY FOCUS OF THE ORGANISATION (WAFC Vision):

Connecting and enhancing WA communities through our great game

CORE VALUES

At the West Australian Football Commission, we value

- **OUR PEOPLE**
We care for, support and develop our people
We are one united team committed to delivering our agreed objectives
Together we celebrate our successes and achievements
- **OUR RELATIONSHIPS**
We deeply value the players, volunteers, stakeholders and fans of our game
We are committed to building relationships that are enduring
We earn trust through our behaviours and communications
- **BEING OUR VERY BEST**
We strive to give our best every day
We are recognised as an organisation that gets things done
We bring passion, perseverance and a positive attitude to everything we do
- **LEADING OUR INDUSTRY**
We respect our history as we shape our future
We work in partnership to ensure football's success
We aim to set the standards for our industry

KEY FOCUS OF THIS POSITION (Why this job exists):

To partner with Business Units to understand the financial drivers of the business to develop reliable financial forecasts and deliver quality reporting. Quality reporting that is timely, insightful and aids the business in making effective and well informed decisions.

To support the Executive Manager Corporate Services to identify, explore and report on key business and financial insights.

REPORTING RELATIONSHIPS		
POSITION REPORTS TO:	BUSINESS UNIT:	DIRECT REPORTS:
Executive Manager, Corporate Services	Finance	Nil

SECTION 2	
KEY RESPONSIBILITIES/ DUTIES IN THIS POSITION	
KEY RESPONSIBILITIES	DUTIES
Financial and Business Planning Support the Executive Manager, Corporate Services to manage and prepare the annual and mid year (or rolling) reforecast budget	<ul style="list-style-type: none"> Support the Executive Manager Corporate Services in the implementation and set up of new organisation wide planning and reporting system by the end of January 2019. Develop financial models for core business activities, to aid improved quality of financial forecasting Project manage the Budget process including organising Budget workshops, ensuring <ul style="list-style-type: none"> Adherence to budget deadlines by the business Accuracy of data Preparation of the Budget Papers for EMT and Board reporting Working with the Strategy Team to co-ordinate the financial and business planning processes, and adhoc strategic projects as required Budget Business Case evaluation with recommendation to the EMT, Be responsible for the continuous improvement of the business case template, and supporting the business managers in developing business cases
Management Reports Assist with the preparation of the monthly finance reports for Commissioners, Finance Committee and Budget Managers	<ul style="list-style-type: none"> EMT and Fin Committee dashboard reports are accurately completed by the due date Detailed budget v actual analysis and commentary Monthly benchmarking reports for the WAFL Clubs is collated and circulated in a timely manner
Business Data Management Oversee the design and management of a single source of business data	<ul style="list-style-type: none"> Working with the IT Manager to ensure an efficient and reliable single source of business, financial and operational data Partnering with business leaders to identify reporting requirements and underlying data design and sources Oversee access and controls over the data, along with identifying and developing analytical tools, for business users to self serve.

Financial Modelling Develop robust financial models and analysis to support and inform business decisions	<ul style="list-style-type: none"> • Provision of financial models, error free, by the due date and to the design specification • Partner with Business Units to assist with financial models for inclusion in Business Cases • Undertake financial analysis of operational results/strategies to ensure efficient utilisation of resources, identifying opportunities to improve financial results
Finance Committee Secretariat Support the Finance Committee by preparing Committee papers	<ul style="list-style-type: none"> • Papers prepared and reviewed by the due date

SECTION 3 COMPETENCIES REQUIRED FOR THIS POSITION:	
1. Industry Knowledge General knowledge of a sporting industry and the various stakeholders	5. Initiative Taking independent action to positively influence events without receiving direct instructions whilst remaining in the limits of defined accountabilities.
2. Computer literate Advanced knowledge of Word, Excel (including Power Pivot, Power Query and Power BI), Outlook and PowerPoint. Business planning and reporting tools.	6. Planning and Organising Ability to organise and prioritise a course of action for self and to accomplish goals.
3. Effective Communication Ability to clearly convey information and ideas through a variety of media, including presentations at meetings, in a manner that engages the audience and ensures comprehension of the message.	7. Analytical Power Ability to identify priorities, issues and potential problems by integrating information from different sources and drawing logical inferences and valid interpretations from the data. Be able to work with concepts, and present/translate them for business managers.
4. Client/Stakeholder Focus Continuously engaging with key stakeholders to ensure strong understanding of their needs and problems, and striving to work with them to address these needs.	8. Judgement Ability to make carefully weighted decisions and take actions based on the information available, taking situational constraints into account.
5. Teamwork Willingness to contribute to the team and to work effectively and cooperatively with other team members, in order to achieve team and organisational goals. The 'team' may be external to Finance	9. Problem Solving Ability to recognise a problem, identify possible causes, generate alternative solutions and select the most appropriate course of action giving full consideration to all factors.

EXPERIENCE REQUIRED TO UNDERTAKE THE POSITION: (Essential or Desirable)
Essential <ul style="list-style-type: none"> • Accounting/finance degree • CPA/CA qualified or progress towards qualification • Minimum 5 years work experience, preferably in the area of Management Accounting or Financial Planning • Strong experience in working with third party planning and reporting software • Superior Excel skills, including Power Pivot, Power Query, Power BI in order to build and add to financial models

- Experience working in a small fast paced team that requires flexibility, collaboration and curiosity.
- Strong communication and presentation skills
- Ability to immediately engage and build rapport with a broad range of stakeholders including both financial and non-financial managers and support staff
- Experience using an ERP, preferably Great Plains

Desirable

- Previous experience in a sporting organisation or profit for purpose.