



THE SCOTS COLLEGE

Role Description – Finance Business Analyst

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"

Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2016 -2025

- 1. Position Title:** Finance Business Analyst

- 2. Role Purpose:** The Finance Business Analyst will analyse, challenge and improve all areas of finance and business within The Scots College

- 3. Location:** The Business Office, The Scots College, Bellevue Hill

- 4. Responsible To:** Directly responsible to the Finance Manager
Ultimately responsible to the Principal.

- 5. Principle Relationships:** Principal, Director, Business & Operations, Finance Manager

6. Key Tasks and Expected Outcomes:

Position Responsibilities	Core Activities	Success Criteria
Leadership/ Relationships	<ul style="list-style-type: none"> • Develop strong relationships with management, key staff and stakeholders across the College. • Develop strong professional networks within independent schooling, including potential vendors and service providers. 	<ul style="list-style-type: none"> • Stakeholder relationships • Peer review/feedback • Manage ambiguity
Business Analysis	<ul style="list-style-type: none"> • Working within the Finance team, you will be responsible for analysing, challenging and improving: <ul style="list-style-type: none"> ▪ finance processes, including Payroll, Debtors and Accounts Payable ▪ Systems, including implementing software solutions with a financial impact ▪ Regulatory compliance, including GST, FBT and legislation ▪ Reporting, including implementing a web-based reporting dashboard • Liaise with stakeholders in order to elicit, analyse, communicate and validate requirements for changes to business processes, policies and digital solutions in Finance and across the College. This part of the role is critical to the development, validation and delivery of projects. 	<ul style="list-style-type: none"> • Insights, process management, reporting • Implementation of deadline within scope and budget
Finance Analysis	<ul style="list-style-type: none"> • Working within the Finance team, you will be responsible for: <ul style="list-style-type: none"> ▪ Preparing annual budgets for the College ▪ Maintaining the long-range forecast model for the College ▪ Reviewing vendor management to determine whether the College is getting value for money from its suppliers ▪ Providing analysis support to the Management Accountant as required ▪ Providing analytical insights based on the financial and operational data to allow the Executive and Campus Leadership Teams to understand the business, underlying drivers, trends and key items 	<ul style="list-style-type: none"> • Reporting to the standards • Vendor management
Projects in future	<ul style="list-style-type: none"> • Involvement in other projects as directed by the Finance Manager 	

Position Responsibilities	Core Activities	
Qualifications/Skills	<ul style="list-style-type: none"> • Accounting Degree (CPA/CA Equivalent) • Accounting package experience (Synergetic) • Strong Excel skills • Interpersonal Skills • Technically strong • Business process re-engineering • Budget and variance analysis • Systems implementation • Improvement mindset 	
Knowledge	<ul style="list-style-type: none"> • Minimum Five (5) Years Financial and Accounting experience • Strong Analytical and Modelling Experience 	
Personal	<ul style="list-style-type: none"> • Demonstrated leadership qualities • Integrity • Team Oriented • Self-Starter • Organised • Confident • Support for Christian values • Be an active member of a Protestant denomination who can demonstrate a good understanding of the Christian/Protestant foundations of the College 	
Other	<ul style="list-style-type: none"> • Able to be flexible in order to meet the varying and developing demands on the role on a timely basis 	
Desirable Qualities	<ul style="list-style-type: none"> • Knowledge of project management methodologies • Depth in understanding Quality Assurance. 	