



Senior Financial Analyst

FINANCE BUSINESS SOLUTIONS
CHANCELLERY DIVISION



About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at www.qut.edu.au.

Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

About the Chancellery Division

The Vice-Chancellor and President is responsible to Council for providing leadership to the University and for the academic, financial and administrative functions of the University. The Vice-Chancellor is also QUT's chief representative on external forums.

The Vice-Chancellor leads the Chancellery Division which includes the Business Development and International Portfolios, Indigenous Strategy, Government Relations and Policy, Assurance, Risk and Integrity Services, Marketing and Communication, and Finance Business Solutions.

The Office of the Vice-Chancellor provides support and manages the business of the Vice-Chancellor and Chancellery Division. The Chancellery supports the University Executive in fulfilling their responsibilities to Council for providing leadership to the University and its academic, financial and administrative functions.

About Finance Business Solutions

Within the Chancellery, Finance Business Solutions is responsible for a range of business functions to facilitate the ongoing financial and planning viability of the university in realising QUT's strategic aims and objectives, whilst maintaining a customer centric approach when engaging with the university community, industry and government.

About the Position

As a Senior Financial Analyst in Finance Business Solutions, you will be part of a small team that supports the development of University strategies that foster financial sustainability and encompass cost optimisation, student load planning, decision support modelling and new and existing business opportunities.

The Senior Financial Analyst position will undertake a range of activities including student load forecasting, statistical analysis and scenario planning. You will contribute to the development of student load management strategies, revenue estimates, business cases, funding strategies and cross-functional projects.

This position reports to the Associate Director, Strategy and Business Modelling for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Utilise a variety of University decision support tools and corporate systems to undertake quantitative forecasts, statistical analysis, and scenario planning.
- Work in collaboration with staff within Finance Business Solutions, Faculties and Divisions on a range of financial and resource matters including student load forecasting, revenue estimates, costing and pricing strategies, business cases and cross-functional projects.
- Monitor and interpret government directives and other relevant documents for possible impacts on the University's student load related resource management strategies.
- Prepare, contribute to, undertake and oversee submissions, reports, correspondence and publications of a substantial nature relating to the statistical information, business cases and performance measures and resources.
- Undertake special projects independently, or lead special project teams to investigate issues of special interest or to improve the efficiency or effectiveness of the team's activities.
- Assist the Associate Director on special project related tasks.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- Perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;
- Participate in job rotation or multiskilling in consultation with their supervisor;
- Work across campuses.

Type of appointment

This appointment will be offered on an ongoing, full-time basis.

Location

Gardens Point campus.

Selection Criteria

1. Education, training and/or experience equivalent to the completion of postgraduate qualifications in a related business discipline and extensive relevant experience.
2. High level interpersonal written and verbal communication skills with the ability to prepare high quality quantitative and qualitative management reports, together with a proven ability to undertake professional representation to committees and a wide range of staff.
3. Proven experience and ability to undertake special project tasks involving high level of research, reviews and policy analysis including the preparation of high-quality reports and associated papers in relation to organisational management, strategic planning or evaluation.
4. Demonstrated high level ability in quantitative and qualitative data analysis, the interpretation of data, information, policy and procedures (both internal and external) and its application to the University.
5. High level digital literacy skills in various software applications such as spreadsheet, database and visualisation packages with the ability to identify and apply different logic to different special project tasks.
6. Demonstrated ability to initiate new ideas and analyse complex problems and identify strategies for their resolution.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 9 (HEW9) which has an annual remuneration range of \$133,814 to \$140,187 pa. Which is inclusive of an annual salary range of \$114,040 to \$119,470 pa and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.