

# Position Description – Senior Systems Finance Analyst

## POSITION DETAILS

<b>Department / Team:</b> IMT	<b>Reports to (title):</b> ICT Manager
<b># Direct Reports:</b> 0	<b># Indirect Reports:</b> 0
<b>Location:</b> Brisbane (Midtown Office)	<b>Salary Banding:</b> AO7

## THE CROSS RIVER RAIL PROJECT

Cross River Rail is a new 10.2km rail line including 5.9km of twin tunnels running under the Brisbane River and CBD that will unlock a bottleneck at the core of the rail network and will transform the way we travel across the whole of Southeast Queensland.

It will include four new underground stations – at Albert Street, Boggo Road, Roma Street and Woolloongabba - through the middle of Brisbane, provide new above-ground stations at the RNA Showgrounds and Dutton Park, upgrade six stations between Fairfield and Salisbury, deliver three new stations on the Gold Coast and introduce a new world-class signaling system to the wider SEQ rail network.

Once Cross River Rail is operational, journeys will be quicker, stations will be in more convenient locations and there will be capacity to increase train services as our population grows. Making public transport a more viable option for the whole region and helping to ease congestion on our roads.

Further Information: [www.crossriversrail.qld.gov.au](http://www.crossriversrail.qld.gov.au)

## OUR VALUES & BEHAVIOURS



### WE COLLABORATE

- We treat each other with respect and speak up when this doesn't happen.
- We share information to help everyone be successful.
- We have honest conversations, no agendas or surprise.
- We are curious, asking questions to understand.
- We work through issues together and help each other



### WE INNOVATE

- We are inclusive, listening to and encouraging differing views.
- We challenge and push the boundaries.
- We apply and share our knowledge to do better.
- We seize our opportunity to set new standards and benchmarks.



### WE DELIVER

- We act safely at all times.
- We do what we say we will do and when we will do it.
- We understand our individual role and how it fits into the project's success.
- We take responsibility for our work and speak up when we need help.
- We are committed to continuous development and take every opportunity to review, learn and improve the way in which we are delivering the project, learn

## ROLE OVERVIEW

The purpose of the position is to provide administration, maintenance, support, analysis and improvement of Cross River Rails Financial ERP system (TechnologyOne).

The role supports the Manager, Finance Analytics & Procurement Manager and is responsible for gathering stakeholder requirements, liaising with the vendor, developing solutions and implementing plans. The role is also responsible for the training of both finance and non-finance staff in the use of the ERP.

The role will report to the ICT Manager with a dotted line reporting to Managers within the Finance and Procurement functions.

## KEY RESPONSIBILITIES

- Lead the ongoing maintenance and management of the ERP system (TechnologyOne) including management of upgrade releases.
- Lead end of month and end of financial year system processes and maintenance of all master data used in the system, including user profiles and budget administration tasks. Implement and monitor strong governance processes to ensure that the system is audit compliant.
- Support the business in the development and ongoing maintenance of reporting, including dashboards and monthly performance reporting, to enable timely and accurate financial information.
- Identify, analyse and develop solutions to new requirements. Play a key role in projects, changes and enhancements to the system.
- Provide ongoing support to the Financial Planning and Analysis Team by continuously improving the configuration of the budget/forecast models, reports and dashboards.
- Develop and implement ERP user guides, training and other quick reference materials.
- Proactively manage relationships with all internal and external stakeholders, including finance teams, IT, business support areas and the product vendor.
- Assist with internal and external audit requirements
- To work in accordance with the Delivery Authority policies, procedures and safety requirements and demonstrate alignment with our values and behaviours.

## KEY COMPETENCIES

- Demonstrated experience using TechnologyOne CI in systems administration or accounting roles in a commercial/government, project or similar environment.
- Proven skills and experience in developing XLOne reports and dashboards.
- Demonstrated experience in administering financial systems and associated tools within TechnologyOne CI.
- Demonstrated understanding of controls and governance relevant to the Administration, Financials, Budget and Supply Chain Management modules of TechnologyOne CI.
- Strong conceptual, analytical and problem-solving skills, with expertise in Microsoft Excel
- Bachelor's degree in accounting or similar qualifications will be highly regarded.