

## POSITION DESCRIPTION

# FINANCE SYSTEMS & DATA INTEGRITY ANALYST

### Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

### Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

### Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.  
Our systems, processes and tools are contemporary and reflect leading practice.  
Our assets and finances are managed with good stewardship.

### We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### Our Organisational Values

Make a Difference	Grow & Improve	Better Together
We serve our community well	We improve our work everyday	We collaborate & create to deliver meaningful outcomes
<ul style="list-style-type: none"> <li>• Deliver public good</li> <li>• Improve the quality of people's lives</li> <li>• Community focussed</li> <li>• Deliver Council's City Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Innovate</li> <li>• Continuously improve</li> <li>• Problem solve</li> <li>• Adapt &amp; change</li> <li>• Engage the community</li> <li>• Shape the future</li> </ul>	<ul style="list-style-type: none"> <li>• Trust, honesty, integrity</li> <li>• Care &amp; support each other</li> <li>• Work as a team</li> <li>• We celebrate success</li> <li>• We are accountable</li> <li>• Open communication</li> </ul>

# POSITION DESCRIPTION



The position is:

Position Title	Finance Systems & Data Integrity Analyst		
Department & Section	Corporate Services – Finance		
Team	Finance Systems & Projects		
Reporting to	Finance Systems & Projects Leader		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 5		
Position Number	3216	Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

## How does this position contribute to our community?

- Ensures the accuracy of financial reporting provided to our community which demonstrates transparency to Council's operational performance and efficiency.
- Ensures executive and senior management decision making is well informed, supported by accurate and robust operational analysis, to ensure the community can have confidence in Council's budget projections for proposed services and projects.
- Enhances our strong financial management, ensuring that we continue to deliver outcomes valued by our community, in a financially responsible manner.

## What does the position do?

- Provide Subject Matter Expertise (SME) regarding current and future finance system needs, integration with subsidiary systems, configuration and customisation requirements.
- Assist with preparation of specialist advice for senior management in relation to finance system upgrades, opportunities, and risks (including Digital Future Program 'DFP').
- Maintain the core finance and budgeting systems and progress continuous improvement opportunities.
- Coordinate chart of accounts ledger maintenance, improvement, and governance.
- Undertake period end maintenance of systems, soft/hard-close, system integrity, backups, year-end rollover procedures, etc.
- Assist with development and refinement of budget and financial planning models.
- Participate in finance system upgrade, improvement, and migration projects (including DFP).
- Provide high quality training and support in general ledger, budget system and financial reporting, customised as appropriate for relevant user groups.
- Assist with development and ongoing refinement of management reporting and operational dashboards for executive and senior management.
- Provide advice and support to Financial Planning & Analysis team regarding current and future finance system functionality, including opportunities to innovate or streamline accounting processes (e.g. project and service costing, overhead allocations, operational analysis, performance dashboards).
- Undertake data integrity and quality control activities across core finance and budget systems.
- Actively participate in relevant finance and data analysis system user and sector groups to share ideas, collaborate, and build internal capability.
- Assist with periodic IT access reviews over core finance systems in collaboration with Finance Leaders and IT specialist staff.

- Maintain constructive relationships with finance system vendors and system support specialists in collaboration with IT Applications team.
- Supports the financial planning activities for Council, including the Annual Budget, Quarterly Budget Reviews and Long-Term Financial Plan.
- Assist the Planning & Analysis team with preparation of monthly management reports in accordance with published corporate deadlines.
- Assist with maintenance of Council's asset registers, asset capitalisation/disposal processes, periodic revaluation/impairment, and depreciation expense.
- Support Corporate Accounting team to ensure appropriate internal control policies are developed and regularly reviewed where system controls are a key component.
- Undertake testing and identification of issues for system upgrades prior to implementation.
- Other reasonable duties as required.

## **What outcomes does the position deliver?**

- Build organisational knowledge base regarding core finance systems, opportunities and challenges, including integration links with subsidiary systems.
- Council's core general ledger and budgeting systems are maintained with strong data integrity.
- Accounting transactions for operating and capital activities are correctly allocated, complete, and timely to ensure monthly management reports and analyses are reliable.
- Fixed assets, from planning through to disposal are accurately captured, valued, and reported in accordance with Australian Accounting Standards.
- High levels of system security access are maintained.
- The finance team is set up for success to support the objectives of Council's collaborative Digital Future Program.

## **The behaviours we expect the position to contribute to our workplace are:**

- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Sound problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts

## **Qualifications for the position**

- Tertiary qualification in accounting or commerce (or equivalent).
- Post-graduate professional qualifications (e.g. CA/CPA).
- Formal training with contemporary business analytics tools (e.g. PowerBI).

## **Experience**

- Demonstrated experience in providing recommendations and commercially sound advice to senior management.
- Experience solving complex problems through analysis and critical thinking, drawing insights from a range of qualitative and quantitative sources.
- Demonstrated experience influencing, negotiating, and engaging positively with a diverse range of stakeholders to achieve improved outcomes.

# POSITION DESCRIPTION



- Experience working in a complex environment and the ability to prioritise and meet diverse customer needs.
- Experience working with and/or implementing integrated ERP systems in large and complex organisation(s).
- Experience using Microsoft software (e.g. Outlook, Teams, Word, Excel) is essential.

## **Knowledge**

- Knowledge of relevant sections of the Local Government Act 1999 and supporting Regulations.
- A working understanding and/or willingness to learn and apply contemporary data analytics tools.
- Sound knowledge of Council policies and strategic objectives.
- Understanding of business management and budgeting processes.
- Demonstrated ability to research, interpret and apply effective system solutions to operational problems.
- Effective time management skills and flexible to changing priorities/environments.
- Demonstrated understanding of project management and leading through change.

## **Information Management/Cyber Security**

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

## **Child and Vulnerable People Safe Environment**

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

## **Procurement and Contract Management**

- Responsible for complying with Councils procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities

## **Our Safety and Return to Work Commitments**

### **All Employees**

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_