

Job Description

18 September 26



Group Planning & Reporting Analyst

Reports to: Senior Group Planning & Reporting Manager

Direct reports to this position: N/A

SBS Values, Vision and Purpose

The Group Planning & Reporting Analyst is responsible for undertaking their work in a way that reflects SBS's Charter, Vision and Values and complies with relevant SBS policies, procedures and practices. At SBS, we expect you to be audience obsessed, be bold and brave, embrace difference, participate fully and ensure that we look out for one another. We are all working together to fulfil SBS's purpose and create a more cohesive society.

Division Purpose – Finance

We exist to ensure that SBS utilises its financial resources as effectively as possible. To achieve this we strive to provide timely, relevant and clear financial advice and analysis to all cost centres within SBS and support the organisation through strategic challenges and opportunities.

Role Purpose

An integral member of the Group Planning & Reporting team for SBS, the Group Planning & Reporting Analyst is responsible for driving high quality government and corporate reporting and budgeting, ensuring compliance with Commonwealth requirements and supporting SBS leadership with timely, accurate and insightful financial analysis. The role plays a central role in managing corporate budgets, capital process and consolidation of monthly reporting while actively partnering with stakeholders to influence decision making and strategic outcomes



Main Responsibilities

Financial Planning

- Support the coordination of SBS-wide budget and forecasting cycles, consolidating divisional inputs into accurate corporate submissions
- Lead the budget and forecast and ongoing financial management for Corporate costs ensuring alignment with organisation priorities
- Prepare annual and monthly budgets for submission into the Commonwealth Central Budget Management System (CBMS) to align with internal projections, ensuring accuracy, completeness, and compliance with government requirements.
- Ensure budget data integrity within Oracle and TM1 systems, including reconciliations and adjustments
- Lead the consolidation and coordination of the Capital Budget and reforecast process, ensuring the integrity, accuracy and completeness of capital expenditure plans across the organisation
- Conduct robust financial assessments of capital investment proposals, including business case evaluation, financial viability analysis, whole-of-life cost assessments, funding requirements, operational expenditure impacts and benefits realisation tracking
- Partner with business stakeholders to challenge capital project assumptions and improve forecast accuracy through data driven analysis and commercial insights
- Prepare financial analysis, reporting and recommendations for Capital Steering Committee (SteerCo) meetings, supporting effective investment governance and decision-making.
- Contribute to the continuous improvement of planning, forecasting and reporting frameworks, leveraging system capabilities and best-practice

Analysis & Reporting

- Preparation of monthly Board and Executive finance reports by providing clear variance analysis, consolidating divisional inputs, identifying risks, and opportunities, and working closely with the Senior Group Planning and Reporting Manager to finalise reporting
- Conduct detailed monthly variance analysis against budget, forecast and prior year results, identifying underlying causes and providing actionable recommendations
- Develop sophisticated financial models, scenario analyses and sensitivity assessments to evaluate strategic initiatives, commercial opportunities, policy impacts and financial risks
- Prepare timely, accurate and insightful government reporting, including Portfolio Budget Statements (PBS), Additional Estimates and other reporting requirements
- Produce presentations and government reporting materials that translate complex financial information into clear business insights for senior stakeholders
- Monitor and report on revenue and expenditure against budgets and forecasts throughout the financial year including preparing and posting journals
- Support ad-hoc analysis requests, ensuring outputs are fit-for-purpose and well communicated

Communication

- Effectively explain complex financial results and requirements including to non-financial stakeholders and escalate issues as required
- Provide clear, relevant, and timely updates to colleagues, executives, and external parties



- Ensure financial assumptions, forecasts, and reports are communicated consistently across the business and provide all relevant supporting documents/workings as it relates to key deliverables
- Drive clarity and alignment in group financial messaging through establishing transparent timelines and high-quality reporting packs

Strategy

- Support SBS leadership in aligning financial outcomes with strategic priorities.
- Provide financial insight and challenge to underpin strategic initiatives and business cases
- Contribute to continuous improvement in reporting processes, systems, and tools
- Actively participate in organisational change projects, driving better service delivery, organisational and workforce capabilities

Stakeholder Management

- Develop strong working relationships across Finance, Strategy, P&C, and Divisional teams
- Liaise with Government stakeholders (e.g., AAUs) to ensure reporting requirements are met
- Partner with divisional leaders to strengthen ownership and accountability for financial outcomes
- Collaborate across the FP&A team to deliver a consistent, enterprise-wide service

Minimum requirements of the role

- Fully qualified CPA/CA
- Relevant hands-on management accounting and FP&A experience
- Excellent written and verbal communication skills and is comfortable dealing with representatives from all levels of the organisation including Director level
- Experience with systems such as TM1 and Oracle highly desirable
- Advanced excel proficiency
- Experience in with government reporting highly desirable

Key relationships with other roles and external stakeholders

- Working closely with internal stakeholders including:
 - Group Planning & Reporting team
 - FP&A Business Partner Team
 - Broader Finance Team
 - CFO
 - Head of FP&A
 - Divisional Directors
 - Divisional Business Managers
- Key external stakeholder includes the AAUs in the Government Department



Key Capability		
Capability	Level	Behaviour
<u>Customer Focus</u>	Self	• Follows through on customer/client inquiries, requests or complaints • Distributes useful and up to date information to the customer/client • Determines the needs of the customer/client through probing and listening • Provides friendly, helpful service to the customer/client • Makes sure there is a clear understanding of the customer/client's needs • Offers appropriate solutions to the customer/client • Prioritises work goals that impact the customer/client directly • Diffuses customer/client problems
<u>Decision Making</u>	Self	• Makes decisions in situations that are well defined • Makes decisions that impact own area of responsibility • Weighs up alternatives according to their likely impact • Weighs up alternatives according to their likely impact on others • Makes decisions in a timeframe appropriate to the work goal • Readily makes decisions when faced with unfamiliar circumstances
<u>Organisational Awareness</u>	Self	• Considers how their role impacts both the department and the business • Understands the impact of organisational policies/procedures on the department • Considers both the business and customer perspective on various issues • Identifies key drivers and commercial opportunities within their department • Uses financial reporting information to drive performance
<u>Relationship Building</u>	Self	• Establishes a connection with others • Builds friendly, warm relationships that are mutually beneficial • Maintains ongoing relationships that are mutually beneficial • Shares relevant information with others • Recognises the value of building and maintaining relationships



		• Helps others achieve common goals • Openly communicates with others
<u>Result Focus</u>	Self	• Drives to meet objectives and standards within deadlines • Identifies alternative possibilities when faced with obstacles • Stays focused on tasks that require considerable effort • Completes tasks within designated timeframe despite obstacles • Perseveres with routine and repetitive tasks without sacrificing quality or excellence

Workplace Health & Safety

In relation to Work Health & Safety, you must comply with your safety responsibilities as detailed in relevant Acts, Regulations, Standards, Codes of Practice and the SBS Safety Management System (SMS)

All workers are required to:

- Take reasonable care for own safety and safety of others
- Cooperate with policies and procedures and directions from management with regards to health and safety
- Where hazards are identified, report them to line manager and take corrective action where able
- Report all work related incidents to line manager within 24 hours of occurrence
- Ensure workers, visitors and clients are :
 - made aware of their WH&S responsibilities
 - have received adequate safety induction and other WH&S information, instruction and training to enable them to conduct their work safely follow safe work practices