

POSITION DESCRIPTION



1. POSITION DETAILS

Position Title: Performance Reporting Analyst
Division: City Projects & Property
Unit: Professional Services
Management Level: Worker

2. ORGANISATIONAL RELATIONSHIPS

Position Title of Supervisor:

Finance & Performance Reporting Manager

Titles of Positions which report to Press F11 are:

Nil

Contractors for which this position is responsible:

Nil

3. PRIMARY PURPOSE OF POSITION

City Projects & Properties delivers Council's capital works infrastructure program, comprising a diverse range of community facilities, commercial buildings, open spaces, urban spaces, streetscapes and civil works. The Division is also responsible for the portfolio management reporting of the City's property portfolio which has over 200 properties that are jointly managed by the City and external service providers.

This role will be responsible for partnering with key stakeholders in the business to assist in delivering data integrity and reporting on the performance of the division, property portfolios and capital works program.

This includes KPI measurements, budgeting, forecasting, monthly accounting/reporting and analytics on performance in various phases of the project management and property lifecycle.

4. POSITION OBJECTIVES

The major objectives to be achieved by Performance Reporting Analyst are;

- Assists in developing performance tracking tools for the division. Includes management reports, KPI measures, benchmarking performance, monitoring projects cash-flow, property metrics and safety indicators.
- Assists in delivering budgets, and performance report including the Division's annual and long-term financial plan.
- Co-ordinate and interrogate financial reporting data for the City Projects capital works program and ensure that they are delivered in an effective and timely manner.
- To be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

5. POSITION ACCOUNTABILITIES

- Engage and foster a business partner relationship with Managers and key stakeholders to ensure reporting meets the needs of the City.
- Assist in the setting of KPI measures and benchmarking of performance of the Division.
- Prepare monthly management and performance measurement reports for the division on the property portfolio and capital program.
- Assist with the budgeting and forecasting for the business units and the overall division (operational and capital).
- Support with the month-end and year-end accounting processes; such as accruals, salary capitalisation, insurance allocation to projects, forecast, account reconciliations, journal adjustments, import and maintain property sub-ledgers, general ledger analysis, project financial attributes update, cash flow and budget variance analysis.
- Drive improvement forecasting accuracy.
- Continuously improve finance and associated business processes to reduce non-value add activities.
- Participate on multi-disciplinary work teams on special projects that may arise.
- Provide support in the preparation of the Capital Works program annual budget and quarterly report for presentation to Council.
- Maintain, coordinate and update the capital works and property project status information.
- Maintain integrity of financial accounts, ensure proper records are kept and high standards of probity are maintained.
- Adhere to finance policies and procedures.
- Assist in the preparation of Divisional corporate and business reports
- Provide insight into the financial and non-financial information on projects in the City's Capital Works program to PMO for the Capital Works Steering Committee meetings on a monthly basis.

- Provide training/explanation on financial matters to non-financial people as required.
- Operate within a busy and changing environment and meet business deadlines.
- Detect any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.
- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.
- Undertake other tasks as required by the Manager.
- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.

6. WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the Safety Management System (SMS). Workers have the following responsibility, authority and accountability:

- Working safely so as not to put yourself or others at risk
- Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- Cooperating and complying with safe work method statements, policies and procedures and participating in their development
- Reporting all accident, incidents and hazards to your supervisor immediately and participating in accident/incident investigation and risk management activities
- Attending WHS training
- Complying with the requirements of the City's Return to Work program

A full list of WHS responsibilities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix.

8. AUTHORITY TO ACT

- The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.
- All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

9. SELECTION CRITERIA

Essential Criteria

- CPA/CA qualification or part qualified.
- Management accounting experience including budgeting and forecasting in similar environment (public or private sector).
- Strong Excel skills and ability in working with finance systems (including sub-ledgers).
- Proven stakeholder management or business partnering experience.
- Demonstrate experience or contribution to continuously improving business processes.
- Competence on purchasing, accounts payable and account receivable, journal adjustments and account reconciliation practices.
- Ability to meet the challenge of functioning in an organisation undergoing rapid change.
- Demonstrate a commitment to Equal Employment Opportunity, Work, Health and Safety and Cultural Diversity principles.

Desirable Criteria

- Business Intelligence Tools experience such as Jedox or TM1
- Experience in supporting large capital projects and/or property portfolios.
- Experience in the development and improvement of financial reporting processes