

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Financial Planning and Analysis Manager	<b>LOCATION</b>	Brisbane
<b>FUNCTION</b>	Finance	<b>REPORTS TO</b>	ED Finance
<b>PURPOSE AND SCOPE</b>			
<p>The Financial Planning &amp; Analysis Manager should be a fiscally responsible, forward-thinking, technically competent and mission-oriented team player with solid business acumen, accounting technical excellence, an analytical mind set and confident with financial IT systems including a high level of Excel skills. It is a hands-on role applying technical accounting and Excel modelling skills in an investment banking type role.</p>			
<b>KEY RELATIONSHIPS</b>			
<b>INTERNAL</b>	Executive Team; Finance Team; Portfolio Management and Transactions Teams		
<b>EXTERNAL</b>	Auditors, Government Departments, Legal Firms, Tech One and Reval consultants.		
<b>DUTIES AND RESPONSIBILITIES</b>			
<p><b>Primary Responsibilities</b></p> <p><b>Budget, Forecast and Analysis:</b></p> <ul style="list-style-type: none"> <li>• Liaise regularly with Business Unit Heads and other deal leads to ensure that forecast transactions are well understood and modelled appropriately in budgets and forecasts, including any variation of terms that arise or are anticipated (e.g. deal expected to close, draw and repayment profile changes, early repayments through refinancing's, etc) and forecasts are accurate;</li> <li>• Preparation and monthly maintenance of budgets and rolling forecasts, using Tech One and data from Reval, and analysis of variances with recommendations to the CFO on any changes to be made from an operational as well as financial perspective;</li> <li>• Responsibility for and coordination of the Budget and Forecast planning cycle, including             <ul style="list-style-type: none"> <li>○ Preparation of the annual budget and supporting papers covering assumptions and other relevant matters for approval by the Audit &amp; Risk Committee and CEFC Board;</li> <li>○ Understanding deadlines and preparing detailed internal timetables to ensure deadlines are met with estimates and supporting documents prepared in time to allow for appropriate review and approval (i.e. Executive, Board, and Departmental)</li> <li>○ Preparation of the CEFC's submissions for Parliamentary Budget Statements and Mid-Year Economic Fiscal Outlook (both the input for the government budgeting system ("CBMS") and Word documents);</li> <li>○ Preparation of supporting workpapers / reports covering significant assumptions and other key matters for consideration by reviewers</li> <li>○ Maintenance of key ratio Calculations for all reported periods</li> <li>○ Providing supporting information for Estimates Briefing packs</li> <li>○ Maintaining forecasts for the current and following 5 years.</li> </ul> </li> <li>• Continuous improvement of budget and rolling forecast model and reporting;</li> <li>• Coordinating responses to various requests from Government Departments, the Parliamentary Budget Office and Senate estimates and inquiry hearings;</li> <li>• Forecasting cash sources and uses in relation to investments relative to cash on hand to ensure efficient Cash Management &amp; that requests for drawings from or returns of capital to the CEFC Special Account are managed timely and effectively;</li> </ul>			

- Working with operational team to prepare necessary reporting in relation to finances deployed, and responding to ad hoc requests for information and reports as required;
- Financial modelling and analysis as required.

#### **Internal reporting:**

- Develop and maintain timely and accurate monthly financial reports, forecasts and investment portfolio movements (actual & forecast) utilising XLOne, Power BI, Reval and other tools that are appropriate, for the Department Heads, Business Platform Leads and other users (including graphs/charts and variance analysis to bring the reports to life for non-accountants) and in accordance with generally accepted accounting principles (actuals, budget, forecasts). Emphasis will be primarily on
  - operating results and uses of capital or ROI for Executives and Department Heads; and
  - the Investment Portfolio – anticipated closings, draws, repayments, as well as revenues and ROI – for Platform Leads;
- Monthly analytical review of forecast revenue by transaction to highlight errors in actuals and also instances in which forecasts need to be modified;
- Monthly analytical review of expenses by expenditure type and by department to identify where forecasts need to be modified whether due to timing of expenditure or permanent savings achieved;
- Assist ED Finance and CFO with preparation of financial reports for Board and Committee Meetings – challenging content and looking for more effective ways to communicate key messages.

#### **Investment Analysis:**

- Liaise with the external auditors as necessary, and prepare a summary of all significant issues for the Audit Committee;
- Provide support to the CFO and ED Finance with input into the investment decision process, including setting of market interest rates for concessional loans.

#### **Secondary Responsibilities**

##### **Absence cover and backup:**

- Provide temporary (e.g. vacation) cover for other members of the Finance team.

##### **Audit:**

- Assist with preparation of annual Financial Statements and during internal and external audits; and
- Preparation of Board and Audit Committee Papers.

### **KEY SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS**

The successful applicant must have proven ability and expertise in the following:

- Budgeting, analysis and reporting skills
- Excel modelling skills using both new and existing models
- PowerBI, XLOne, Reval and TechOne skills are important to being able to perform this role effectively and efficiently and will need to be acquired as a priority if not already present
- Technical accounting skills and firm grasp of accounting standards, systems, policies, and procedures
- A team player, working independently when required but equally able to engage as part of a wider team;
- Solid written and oral communication skills
- Ability to work with staff across multiple offices and interface confidently with investment teams, legal, HR and executives
- Stakeholder management skills primarily involving government, business, and the general public; and
- Demonstrated business acumen and problem-solving skills
- Aptitude and desire to be considered in the succession planning for more senior roles in the organisation
- Qualified accountant with current membership of a professional accounting body

