



# Position Description

## FP&A Analyst

**Wesley Finance and Business Planning  
November 2021**

**Do all the good you can**  
because every life matters



# FP&A Analyst

## Wesley Finance and Business Planning

### 1 Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in Word and deed. Our vision is to:

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can”.

Out of Christian love and compassion we are driven by Christlike servanthood, unfailing integrity and courageous commitment.

The organisational plan is based on four key result areas, namely:

- our clients
- our people
- our operations
- our financials.

Our position descriptions and performance plans are aligned with these four key result areas.

### 2 Overview of Wesley Finance

The Wesley Finance team has the key responsibility of building organisational capacity and capability through sustainable financial performance and reporting.

### 3 Overview of role

To improve the performance of Wesley Mission through the provision of better information to management.

This will be achieved by assisting in the co-ordination of the annual budget and quarterly forecast process and the development and maintenance of the reporting tool/platform used by Finance.

### 4 Relationships

Reports to: FP&A Manager

### 5 Major role responsibilities

- Assist in the co-ordination of the annual budget and quarterly forecast process

- Assist with gathering business requirements, testing and data migration for projects
- Collaborate with other members of the finance team and service delivery teams to ensure high quality data inputs to all reporting and analysis
- Assist in the development of key performance reports and indicators
- Extract and analyse information from various reporting systems e.g. Peoplesoft and other data sources

## **6 Selection criteria**

To be successful in this position, candidates must possess the following:

### **Demonstrated behaviours**

- willingness to affirm Wesley Mission's vision, mission and values and enthusiastically advocate our Word and deed ministry
- demonstrated ability to work unsupervised as well as an effective team player with a positive can-do attitude
- relates well to a range of people with sound listening and problem-solving skills
- confident professional with strong initiative and business acumen
- displays emotional maturity and resilience.

### **Essential skills/knowledge**

- Qualified accountant (CPA/CA) with a minimum of 2 years of experience in FP&A.
- Ability to work with and analyse large amounts of data and producing meaning reports
- Excellent written and verbal communication skills, and the ability to present and explain complex information and concepts clearly to various audiences
- Ability to maintain a significant operational workload and prioritise according to the wider organisational and team goals
- Strong interpersonal skills
- Understanding of financial reporting / management reporting and business intelligence
- Good working knowledge of P&L, Balance Sheet and Cash flow
- Excellent IT skills including Excel

### **Desirable skills/knowledge**

- Good working knowledge of TM1
- Experience working with reporting systems such as TM1 or Cognos
- Not for profit or cause related management experience.