



## Position Description – Financial Planning & Analysis Analyst

### Position Details

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**Position Title:** FP&A Analyst

**College/Portfolio:** Finance & Governance      **School/Group:** Strategic Planning & Performance

**Campus Location:** Primarily based at <Insert Campus> campus, and the potential to work across other RMIT campuses as required.

**Classification:** HEW 7      **Time Fraction:** 1.0

**Employment Type:** Fixed Term

**Fixed Term Reason:** Replacement Employee

**Reporting Line:** Senior Manager Financial Planning and Performance

**No. of Direct reports:** N/A

### RMIT University

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RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

### Why Join RMIT?

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Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



**Inclusion   Imagination   Integrity   Courage   Passion   Impact**

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

## Organisational Accountabilities

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RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

## Leadership at RMIT

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At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be–Know–Do* Leadership Model:

**Be** – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

**Know** – We are self-aware, and understand our stakeholders, our sector and priorities.

**Do** – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

## College/Portfolio/Group

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Financial services partners with other areas of the university in achieving the organisation's objectives by strategically orienting its provision of financial services to the delivery of the core operations of the university.

- Financial management, reporting and advice
- Budget development and management
- Financial evaluation and financial planning
- Corporate financial administration information system

## Position Summary

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The Financial Planning & Analysis Analyst will support a range of business development, economic evaluations and planning requiring innovative thinking to support business growth. The range of duties will include but not limited to:

- Performance reporting, budgeting and forecasting, strategic planning, reporting and analytics
- Student load review, forecasting and revenue forecasting
- Cost planning, reporting and analysis at Group, College/Portfolio and cost centre level
- Provide budgeting, forecasting, reporting and analytical support to Finance business partners
- Internal management reporting and performance monitoring for assigned areas

In this varied role, you will provide in-depth financial analysis (of the specified areas) of student cost and revenue and related projects/investments to support the evaluation of short and long-term strategic

business plans, the periodic forecasting processes, to show present/future value, performance against budget and to inform management.

You are knowledgeable on periodic forecasting and strategic planning methodologies and will be relied upon to prepare/support the preparation of management reporting information packs for use by stakeholders in their understanding of monthly results, forecasting, budget planning, KPI setting and timetabling process.

## Key Accountabilities

- Model exceptional and disciplined execution of assigned tasks while supporting senior analyst and management to achieve business goals.
- Apply an understanding of financial and operational processes to prepare financial analyses; conduct non-complex financial analysis to produce scenarios and reports for decision making and track the position against budget to provide an understanding of performance.
- Use analytical plans and leading analysis to yield meaningful insights to ensure effective communication of the 'so what' to create alignment and engagement with senior stakeholders.
- Clearly communicates data through the use of basic dashboarding and visualisation tools and selects the most appropriate medium for communicating data for the audience.
- Aligned to the broader strategic direction of the organisation and incorporates key values and strategic pillars into the day-to-day service delivery; understands and embodies functional business goals and the broader University strategic priorities.
- Articulates how the achievement of financial targets contributes to RMIT's broader strategic direction; reviews progress against financial performance metrics and advises on course correction actions and provides guidance on how activities contribute to the achievement of broad strategic direction.
- Adopt and integrate new technologies; understand and apply knowledge of digital tools and microservices to day-to-day activities while consistently stretch-testing existing functionality in new applications.
- Any other duties within the scope of role as specified.

## Key Selection Criteria

1. Demonstrated experience of financial/accounting principles and fundamentals of financial planning and analysis using large-scale data mining and reporting tools and other financial systems within complex organisational matrices and/or global/group environments.
2. Advanced technics to analyse/summarise financial data in a robust and controlled manner and ability to prepare financial reports/documents.
3. Proven ability to work independently, cooperatively and collaboratively with Finance and other cross functional teams to maximize performance.
4. Excellent understanding of local and global market/context within which the University operates.
5. Proven track record of commitment to and successful delivery of high-quality outputs within strict deadlines (organisational and time management skills) and a willingness to work within constantly changing priorities.
6. Tactful skill to communicate effectively, both verbally and in writing with people at all levels in order to explain data, present facts, findings, conclusion and recommendations clearly and concisely.
7. Business minded, detail oriented, highly analytical with excellent computer skills including experience in the use of integrated financial management systems.

## Qualifications

- Extensive experience in a financial analysis and planning role with reporting experience in a large, complex organization.
- A relevant tertiary qualification.
- Membership of a professional association (CA/CPA) (not essential).

## Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.