



## Position Description – Senior FP&A Analyst

### Position Details

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**Position Title:** Senior FP&A Analyst

**College/Portfolio:** Finance & Assurance **School/Group:** Finance Partnering

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

**Classification:** HEW8      **Time Fraction:** 1.0

**Employment Type:** Fixed Term

**Fixed Term Reason:** Replacement Employee

**Reporting Line:** Senior Strategic Finance Partner - Operations

**No. of Direct reports:** 0

### 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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Operations/Finance & Assurance/Finance Partnering

### Position Summary

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The Senior Financial Planning & Analysis Analyst undertakes finance partnering activities including but not limited to:

- Support the Strategic Finance Team in the development of enterprise strategic plan and long-term financial planning
- Performance reporting, budgeting and forecasting, strategic planning, reporting and analytics
- Finance Partner support to portfolio's within Operations (Data Analytics, Finance & Legal)
- Cost planning, reporting and analysis at Group, College/Portfolio and cost centre level
- Provide budgeting, forecasting, reporting and analytical support to Finance business partner - Ops
- Management reporting and performance monitoring for assigned areas

You will utilise your extensive financial, accounting and strategy knowledge and expertise to support financial planning, business performance analysis and reporting, preparation of presentations and documents needed by senior management for decision making, to show how budgets/or rolling forecast compare against actual performance and to support transform overarching organisation strategy into long term plans on which budgets are formed amongst other key function deliverables.

## Key Accountabilities

### *Budget & Forecasting:*

Deliver planning & forecasts, covering 3+9 forecast, 8+4 forecast, Annual Budget to schedule.  
 Collaborate with Ops LT members to align budget with target parameters.  
 Deliver Operations “Bottom Up” budget for the CFO, Data & Analytics and Legal portfolio’s.  
 Support Senior Finance Business Partner with the consolidation of Operations portfolios plans into an overall Operations plan.

### *Drive Financial Performance*

Deliver insights (targeted and deeper monthly insights) delivered to Operations Leadership Team by way of targeted analysis of key financial hot spots.  
 Ensure forecasts, risks and opportunities are reported and updated.  
 Review financial performance with Portfolio ED’s on a monthly basis focussing on key insights and calls to action  
 Support Senior Finance Business Partner with the consolidation of Operations portfolios reporting into an overall Operations report.

### *Data/Systems*

Adopt Power Query skills through building models to assist with analysis  
 Enhance efficiency of reporting through use of Power Query and Power Pivot  
 Act as the Technical Lead for Operations SFP’s to support overcoming challenges with loading of plans and forecasts in Workday and Adaptive Planning.

### *Build partnership and engagement to drive value:*

Support key strategic college/portfolio projects  
 Increase Business Case support and financial due diligence  
 Contribute to Process Improvement initiatives  
 Track projects that have an incremental BAU cost to Operations portfolio’s to ensure these costs are aligned with SFP – Projects tracking regime.

### *Champion the Operations Portfolio goals and service culture:*

Support Senior SFP to entrench more consistent Financial operating rhythm across Operations Portfolio’s  
 Identify opportunities to further increase Strategic Finances’ “Strategic” focus

## Key Selection Criteria

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### **Essential:**

- Significant and demonstrated experience in management accounting with a high degree of fluency with local and global financial and accounting standards within complex organisational matrices
- Ability to facilitate open dialogue with diverse groups to foster mutual understanding and garner different perspectives.
- Professional skill in financial report preparation and analysing/summarising complex data in a robust and controlled manner with an ability to present to senior executive leadership in a clear and concise manner.
- Excellent track record of commitment to and successful delivery of high-quality outputs within strict deadlines (organisational and time management skills)

### **Desirable:**

- Solid business acumen, detail oriented, highly analytical, creative problem solver with an excellent ability to influence
- Excellent understanding of local and global market/context within which the University operates

## **Qualifications**

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A relevant tertiary qualification and membership of a professional association (CA/CPA) and significant experience in a financial management, planning and analysis role with reporting experience in a large, complex organization.

## **Working with Children Check**

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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.