

Position title: Strategic Finance Analyst	
Classification: Band level 7	Effective Date:
Reports to: Manager Finance	Tenure: Temporary Part time

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATE - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values, we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

To provide strategic financial analysis, modelling and analytical support that enables informed decision-making, evaluates strategic opportunities, future operating models and organisational sustainability, and contributes to the successful implementation of approved outcomes.

Key Responsibilities

Position Specific Responsibilities

- Develop and maintain financial models, forecasts and scenario analyses to support strategic planning, organisational decision-making and implementation planning.
- Assess the financial viability, sustainability, risks and impacts of strategic opportunities, operating models, service delivery arrangements and organisational initiatives.
- Analyse financial, operational and business data to identify trends, risks, opportunities and actionable insights, providing evidence-based recommendations to support organisational priorities.
- Prepare financial assessments, option analyses, reports, presentations and briefing materials to inform decision-making and support strategic initiatives, service transitions and organisational change.
- Effectively communicate complex financial information, analysis and recommendations to both financial and non-financial stakeholders, translating technical concepts into clear and accessible information that supports understanding and informed decision-making.
- Work collaboratively with stakeholders to gather information, test assumptions, build effective relationships and support the delivery of organisational outcomes.
- Undertake project work across the organisations as required, applying specialist financial knowledge and analytical expertise to support broader organisational priorities.
- Provide financial and analytical support for organisational transition and wind-up activities, including the assessment of assets, liabilities, contractual obligations and staffing impacts; development of financial models and cost analyses; support for asset transfer processes; and preparation of financial

advice, reports and recommendations to inform governance and decision-making.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: Nil

Judgement and Decision Making

- Exercise judgment and solve complex problems.
- Provide technical/analytical and data modelling competencies and competently use insights and data to contribute to organisational decision making and outcomes.
- Supports Whitehorse and Manningham Council's decision making and take an innovative approach with recommendations as required.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support the Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety
- Other duties as directed within the skills and capabilities of a position at this level.

Specialist Knowledge and Skills

Licences and Experience:

- Demonstrated experience in financial planning and analytics (including budgeting) preferably in service delivery.
- Demonstrated experience using advanced analytical tools, including Microsoft Excel, Power BI and Artificial Intelligence (AI), to evaluate financial performance, business opportunities and commercial outcomes.



- Demonstrated analytical and evaluation skills to enable the ability to develop innovative solutions to problem solving through judgement, research, decision making coupled with benefit realisation.
- Demonstrated history in data, systems and reporting management and be proficient in presenting complex data in a clear, concise way to support and enable stakeholder decision making.
- Demonstrated history in supporting organisations through change environments

Technology:

- Proficiency in the use of financial and business systems, including the ability to extract, analyse and interpret data to support reporting, forecasting and strategic decision-making.

Qualifications and Experience

Qualifications/ Certificates:

- Bachelor's degree in accounting, Finance, Commerce, Economics, Business or a related discipline.

Interpersonal Skills

- Excellent written and verbal communication skills, with the ability to translate complex analytical findings into clear, concise insights for a range of audiences.
- Ability to build productive and collaborative relationships with stakeholders across all levels of the organisation.
- Strong negotiation and influencing skills to support data-driven decision-making in commercial activities.
- Proven ability to manage conversations with stakeholders who may have competing priorities, difficult behaviours or resistance to change.
- Skilled in managing conflict constructively and professionally, applying sound judgement and empathy.
- Demonstrated capacity to work both independently and collaboratively within multidisciplinary teams.
- High level of discretion, integrity and confidentiality when dealing with sensitive information.

Key Relationships:

- Manager Creative Whitehorse
- Futures & Technology Directorate
- Director Corporate Services
- Manager Finance
- Legal and Governance staff
- Department managers and team leaders across Libraries, Whitehorse and Manningham Council's a



Management Skills

- Ability to plan, prioritise and manage a dynamic workload with competing deadlines while maintaining high work quality and attention to detail.
- Demonstrated capability to manage tasks autonomously and exercise judgement to resolve problems within defined policies and procedures.
- Skilled in organising work efficiently, managing time effectively and meeting reporting and project milestones.
- Demonstrated ability to adapt to changing priorities and support continuous improvement activities.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.

Key Selection Criteria

1. Demonstrated experience in financial, commercial or strategic analysis.
2. Strong analytical, modelling and problem-solving skills.
3. Demonstrated experience in data analysis, reporting and performance monitoring.
4. Strong stakeholder engagement, communication and influencing skills.



Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist to work at low levels.		Rarely	
Hand/Arm Movement Tasks involve use of hand/arms	Computer use	Frequently	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.		Rarely	
Standing Tasks involve standing in an upright position		Rarely	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Rarely	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Walking to meetings	Sometimes	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another		Rarely	
Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away from and towards the body		Rarely	
Keyboard Duties Tasks involve sitting at workstation and using computer	Writing and editing	Frequently	



Satisfactory Vision Standard of vision required equal to that required for driver's licence	Standard of vision required equal to that required for driver's licence	Frequently	
---	---	------------	--