

Position Title	Senior Business Analyst
Department	Corporate
Unit	Finance
Team	Financial Planning
Supervises	N/A
Reports To	Coordinator Financial Planning
Grade	I
Date Prepared	25/10/2024
Date Last Updated	9/10/2025

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

The Senior Business Analyst will play a critical role in supporting decision-making processes through robust financial and business analysis.

The role focuses on partnering with internal stakeholders, providing insights to improve efficiency, and contributing to strategic planning and policy formulation.

This position will lead initiatives related to financial planning, performance reporting, and process improvement, ensuring alignment with the council's strategic objectives and legislative requirements.

Accountabilities

- Conduct detailed financial analysis to support the preparation of annual budgets, quarterly forecasts, and long-term financial plans.
- Analyse financial and operational data to provide insights and recommendations to the Senior Management Team, Executive Leadership Team and Council.
- Ensure compliance with local government financial management standards and statutory reporting requirements.
- Lead process improvement initiatives across various departments, identifying inefficiencies and recommending streamlined solutions.
- Collaborate with stakeholders to develop and implement performance metrics and key performance indicators (KPIs).
- Conduct cost-benefit analyses to support decision-making on key projects and initiatives.
- Use data analytics to identify opportunities for improved service delivery and cost savings.
- Act as a strategic business partner to Managers and Directors, providing expert advice and support on financial management, budgeting, and performance reporting.
- Develop and implement business intelligence tools that enhance decision-making and reporting.
- Liaise with external auditors, consultants, and regulatory bodies as required.
- Facilitate workshops and training sessions to improve financial literacy and business analysis capabilities within the Council.

- Support the development of the Council's strategic plans by providing data-driven insights and financial modeling.
- Assist in the formulation of policies related to financial management, risk, and governance.
- Provide strategic advice on long-term financial sustainability, resource allocation, and investment planning.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Senior Technical/ Professional Specialist		
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Advanced	• Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for • Translates negative feedback into an opportunity to improve
Results		
Think and Solve Problems	Adept	• Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
Resources		
Technology and Information	Adept	• Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in Business, Finance, Economics, Accounting, or related discipline.

Essential Experience

- Extensive experience in business analysis, financial management, and reporting, preferably within a government or public sector context.
- Proven experience in leading business improvement initiatives and process optimisation.
- Strong analytical and problem-solving skills, with the ability to interpret complex financial data and provide actionable insights.
- Excellent written and verbal communication skills, including the ability to present information clearly to non-financial stakeholders.
- High level of proficiency in financial systems and software (e.g., Microsoft Excel, financial ERP systems).
- Demonstrated capacity to manage multiple projects and priorities in a fast-paced environment.
- Strong interpersonal skills and the ability to build productive working relationships across various teams and departments.

Desirable Qualifications and or Experience

- Relevant professional qualifications (e.g., CPA, CA) are highly desirable.
- Knowledge of local government financial management and statutory requirements is highly desirable.
- Understanding of business intelligence tools and data analytics.
- Familiarity with relevant legislation, regulations, and policies that impact local government operations.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☒	☐
Does this position require incumbent to demonstrate good driving Licence class required: No Licence Required	☐	☒
Will incumbent need to make disclosure of pecuniary interest?	☐	☒
Could there be a conflict of interest with secondary employment?	☒	☐