



Position title	Head of Financial Planning and Analysis
National Gallery level	Executive Level 2
Position number	3501
Employment type	Full Time, Ongoing
Department	Financial Planning and Analysis
Portfolio	Finance and Commercial Operations
Immediate supervisor	Chief Finance Officer
Direct reports	3 x Senior Financial Analysts (EL1)
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Security Clearance – Baseline (or ability to obtain) Qualifications – CPA or Chartered Accountant (CA)

ABOUT THE GALLERY – ABOUT OUR TEAM

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect and Excellence.

WORKING AT THE GALLERY

When you work at the National Gallery you will be exposed to some of the world's leading Australian and international art and artists. We are located in the National triangle on the waterfront and your lunchtimes can be spent in our beautiful sculpture garden or around Lake Burley Griffin.

We support flexible working practices, including working from home, and you will have access to low-cost, onsite car parking.

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

We value the contribution that a diverse workforce brings and encourage people from a diverse background to apply. This might include identifying as First Nations peoples, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

WHAT YOU WILL GAIN FROM THE EXPERIENCE - OVERVIEW OF THE ROLE

The Head of Financial Planning and Analysis supports the Chief Finance Officer in managing the National Gallery's delivery of:

- strategic financial planning across both internal and external budget processes.
- analysis of financial performance (including income generating capability of commercial, philanthropic and investment streams),
- financial/budget modelling to support new initiatives and capital projects.

This role is integral to the management of the National Gallery's budgets and financial forecasts (across cashflow, capital and operating streams), managing under/over spends, and more significantly, the \$6.9 billion national collection and ambitious capital works program.

The focus is on delivering strategic, insightful analysis and advice that is critical to the National Gallery's senior management and Council to support delivery of the National Gallery's vision.

The role requires a highly driven finance professional (CPA/CA) with the willingness and passion to add value and deliver better practice financial management and outstanding results.

As a commercially minded strategic business partner, you will have proven analytical skills and a track record in linking together data, business activities and metrics to support strong organisational financial performance.

The successful candidate will take ownership of the financial planning, budgeting and forecasting process, driving discipline and consistency across the National Gallery to provide strategic decision-making support to stakeholders.

SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE

Our ideal candidate will be a dynamic professionally qualified accountant with experience in financial management positions with a proven record of success. You will be results orientated and resilient operating in a creative, dynamic and fast-paced work environment. You will exemplify the National Gallery's values and engender a culture of achievement, collaboration and agility.

You will bring strong project management skills with the willingness to be hands on and work flexibility to achieve tight deadlines.

Your breadth of experience, innovation and strategic capability enables you to deliver on and provide forward thinking financial management and drive change within the organisation through robust financial analysis and business partnering.

Your understanding of government financial management frameworks ensures your capability in interpreting, analysing, presenting and advising on complex financial information that informs the National Gallery's financial decisions and complies with reporting requirements.

THE KEY DUTIES OF THE POSITION - WHAT WILL YOU DO?

This is a hands-on leadership role that requires someone who is able to support high-level strategic financial management, complex accounting and finance responsibilities as well as diving into the details as required.

In accordance with the Executive Level 2 work level standards and working as the Head of Financial Planning and Analysis you will have the following key responsibilities:

- Planning and directing the activities of the team to support streamlined processes, continual improvement and an achievement orientated environment, including meeting deadlines.
- Delivering the long-term financial sustainability plan to support achievement of the National Gallery's business strategy and vision, including analysis of business cases for new initiatives and capital works.
- Developing and maintaining internal budget principles and four-year internal budget allocations that support income generating capability and achievement of the financial strategic plan.

- Managing and analysing data, business activity and performance indicators to deliver timely, high quality financial performance reports with insightful analysis and sound financial forecasts.
- Partnering across the business areas, understanding key financial drivers and providing financial management support and reports across the organisation.
- Commercial analysis and financial management of diverse sources of income including and activities: investments, endowments, trusts, merchandise, food and beverage, contributions, sponsorship and major exhibitions.
- Delivering accurate external budgets, new policy proposals and costings in accordance with the Commonwealth financial framework, including maintaining accurate external estimates in the Central Budget Management System administered by the Department of Finance and associated reporting.
- Preparing the financial tables and associated analysis for the Portfolio Budget and Additional Estimates Statements for tabling in the Parliament.
- Providing leadership and managing staff including developing, coaching and mentoring to build commitment to achieving the National Gallery's better practice vision.
- Interacting, collaborating and influencing the senior leadership team.
- Identify opportunities to streamline and improve systems and processes for continual improvement.

WHO ARE WE LOOKING FOR?

To be successful in this role you will need to demonstrate, or have the ability to develop the following,

You will:

Have the ability to **achieve results** and drive a culture of achievement through the delivery of quality, compliant outcomes.

Be able to **communicate with influence**, including negotiating persuasively, understanding and adapting to the audience, and building strong relationships between audiences, partners and other stakeholders.

Have the proven intellectual capacity and ability to deliver high quality strategic financial planning, budgeting and analysis that talks the language of the business and **supports decision making**.

Support productive working relationships by leading and motivating the team and prioritising tasks to ensure all deadlines are met whilst maintaining accuracy.

Have proven your ability to **act with integrity**, showing accountability, judgement and professionalism in all that you do.

HOW TO APPLY

To apply for this role please forward your **CV, statement and personal particulars form** to recruitment@nga.gov.au.

You should provide a tailored CV (**maximum of three pages**) along with a **statement** of no more than **two pages** that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

As part of your application process, we ask that you also complete the [personal particulars form](#) as well.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

ELIGIBILITY:

Citizenship - To be eligible for employment with the National Gallery, you must be an Australian citizen.

Police Check: to be eligible for this role you must complete a police check.

Security Assessment: The successful applicant will be required to obtain and maintain a Baseline security clearance. Ongoing employment in this role requires the successful candidates to maintain a security clearance. Loss of a security clearance at any time will lead to termination of employment.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Relevant tertiary qualifications in accounting, commerce or equivalent are essential.
- Professional certification and full membership of relevant professional association – Chartered Accountant (CA) or Certified Practising Accountant (CPA) is essential.

WORK, HEALTH & SAFETY OBLIGATIONS

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

This role is required to ensure that they meet duty of care obligations as required under WHS legislation. This is achieved by:

- being accountable and taking ownership of health and safety matters within their control or ability to promote a culture of health and safety within the National Gallery
- working with colleagues to enhance health and safety and ensure that it becomes a part of everyday National Gallery business.
- completing health and safety reporting in an accurate and timely manner.

CONTACT

Further information about the position may be obtained by contacting Felicity McGinnes on +61 2 6240 6599 or Felicity.McGinnes@nga.gov.au.