



Senior Financial Analyst
NGA Executive Level 1
Position No. 3504
\$101,121 - \$115,385 per annum
Ongoing, Full-time

The Position

This position reports to the Head of Financial Planning and Analysis and supports the National Gallery's

- strategic financial planning,
- analysis of financial performance
- financial management of commercial revenue streams, exhibitions, capital projects, trusts and endowments.

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.

Your role will include providing detailed financial management reporting including budgeting, forecasting, performance reporting, analysis of monthly results and commercial analysis. This role sees you interacting with different areas of the business and the Executive to ensure the financial planning and analysis is continuously evolving to further support the performance of the National Gallery.

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.

This is a full-time, ongoing employment opportunity available within the FP&A Department within the Business Enabling Services (BES) Portfolio.

How to apply

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 'Our ideal candidate' and 'Who are we looking for?' information below.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Further, 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.

You should forward your application to recruitment@nga.gov.au.

Contact

Further information about the position may be obtained by contacting Felicity McGinnes on +61 2 6240 6599 or felicity.mcginnes@nga.gov.au. The Recruitment Officer may also be contacted on +61 2 6240 6625.

Closing date

Applications close at **midnight on Sunday, 26 June 2022** and should be emailed to recruitment@nga.gov.au.



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| Position Title: | Senior Financial Analyst |
| Position Number: | 3504 |
| NGA Level: | Executive Level 1 |
| Employment Status: | Ongoing, Full-time |
| Department | Financial Planning and Analysis |
| Portfolio: | Business Enabling Services |
| Immediate Supervisor: | Head of Financial Planning and Analysis (EL2) |
| Direct Reports: | Nil |
| Position Location: | National Gallery of Australia - Parkes |
| Requirements: | Australian Citizenship Police check Security Clearance – Baseline (or ability to obtain) Qualifications – CPA or Chartered Accountant (CA) is essential |

ABOUT THE GALLERY

The National Gallery is one of Australia's leading visual arts institutions. The 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 inspire creativity, inclusivity, engagement and learning through artists and art. Our Mission is to lead a progressive national cultural agenda by championing art and its value in our lives. Our Values include excellence, creativity, courage, respect, and accountability.

This is a full-time, ongoing employment opportunity available within the Financial Planning and Analysis (FP&A) Department within the Business Enabling Services (BES) Portfolio.

The Senior Financial Analyst supports the Head of Financial Planning and Analysis in managing the National Gallery's delivery of:

- strategic financial planning,
- analysis of financial performance
- financial management of commercial revenue streams, exhibitions, capital projects, trusts and endowments.

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 BES Portfolio provides strategic advice to the Council and the Executive and partners with teams across the National Gallery to provide efficient, ethical, and professional services to achieve the National Gallery's strategic outcomes. and through the provision of functional support.

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 parliamentary 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 encouraged 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.

OVERVIEW OF THE ROLE

The Senior Financial Analyst supports the Head of Financial Planning and Analysis in managing the National Gallery's delivery of:

- strategic financial planning
- analysis of financial performance
- financial management of commercial revenue streams, exhibitions, capital projects, trusts and endowments

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.

Your role will include providing detailed financial management reporting including budgeting, forecasting, performance reporting, analysis of monthly results and commercial analysis.

This role is integral to the management of the National Gallery's budgets and financial forecasts across cashflow, capital and operating streams, managing under/overspends, and more significantly, the Gallery's \$6 billion National Collection and ambitious capital works program

This role sees you interacting with different areas of the business and the Executive to ensure the financial planning and analysis is continuously evolving to further support the performance of the National Gallery.

OUR IDEAL CANDIDATE

- You are a highly driven finance professional (CPA/CA) with strong financial management skills that support better practice financial management and deliver strong organisational financial performance.
- The successful candidate will be 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, including the ability to read behind the numbers to understand and explain organisational performance.
- Your systems awareness and project management skills will enable you to identify, develop and implement innovative solutions and focus on continual improvement and change management and meeting tight deadlines.
- Your excellent communication skills (written and verbal) including the ability to communicate financial information to non-financial stakeholders with a demonstrated ability to contribute to written financial reports and analysis for senior executives.
- You are self-motivated with the initiative and commitment to manage workloads and meet deadlines, with excellent attention to detail and a strong focus on quality assurance.
- You are client-focused and have excellent relationship management skills, applying sound judgement and demonstrating a strong sense of personal pride, energy, positivity, drive and integrity, reflected in a high level of motivation and commitment to deliver.



WHAT WILL YOU DO

In accordance with the APS Executive level 1 work level standards, you will have the following key responsibilities:

1. Assist with developing and maintaining the financial strategic plan and 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.
2. Manage and analyse data, business activity and performance indicators to deliver timely high quality financial performance reports with insightful analysis and sound financial forecasts.
3. Delivering relevant and timely financial reports for the senior executive and the Council.
4. Prepare the internal budgets (both capital and operating), cost analysis and allocation of resources to support income generating capability and achievement of the financial strategic plan.
5. Provide commercial analysis and financial management of diverse sources of income including – investments, endowments, gift shop, food and beverage, contributions, sponsorship and major exhibitions.
6. Partner across the business areas, understanding key financial drivers and providing financial management support across the organisation.
7. Maintaining accurate external estimates in the Central Budget Management System administered by the Department of Finance and contribute to the development of costings and new policy proposals.
8. Preparing the financial tables and associated analysis for the Portfolio Budget and Additional Estimates Statements for tabling in the Parliament.
9. 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:

1. The ability to **align your work with the National Gallery's strategic priorities** to drive a culture of innovation and organisational improvement in relation to financial management.
2. 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**.
3. The ability to take responsibility to prioritise your work effectively in order to **achieve results**, often working with competing priorities and needing to work to deadlines while maintaining accuracy.
4. The ability to **communicate with influence**, including negotiating persuasively, understanding and adapting to the audience, and building strong relationships.
5. A versatile, flexible and creative approach to **cultivating productive working relationships** with a diverse range of stakeholders.
6. The ability to **act with integrity**, showing accountability, judgement and professionalism.

HOW TO APPLY

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 'Our ideal candidate' and 'Who are we looking for?' information above.

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Further, 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.

To apply for this role please forward your application to recruitment@nga.gov.au.

Qualifications, Certifications and Registrations

- Australian Citizenship
- Police check
- Security Clearance – Baseline (or ability to obtain)
- Relevant tertiary qualifications in accounting, commerce or equivalent are essential.
- Professional certification / membership of a relevant professional association such as Certified Practising Accountant (CPA) or Chartered Accountant (CA) is essential.

Note: *In line with National Gallery recruitment practices, you must hold Australian Citizenship and satisfy a police check. The requirement to hold Australian Citizenship may be waived under exceptional circumstances.*