



Position title	Senior Financial Analyst
National Gallery level	Executive Level 1
Position number	3507
Employment type	Non-ongoing/ongoing– Full-time (2 years)
Department	Financial Planning and Analysis
Portfolio	CFO and Commercial
Immediate supervisor	Head of Financial Planning and Analysis
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Security Clearance – Baseline (or ability to obtain one) Qualifications – CPA, Chartered Accountant (CA) or equivalent is highly desirable.

ABOUT THE GALLERY

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.

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. The CFO and Commercial 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.

Your role will include providing detailed financial management reporting including budgeting, forecasting, performance reporting and analysis of monthly results. This role is integral to the management of the National Gallery's budgets and financial forecasts across cashflow, capital and operating expenditure streams, managing under/overspends, and more significantly, the National Gallery's \$6.9 billion art 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.

This is a full-time, non-ongoing employment opportunity available for 2 years and may become ongoing.

A merit pool may be established from this selection process and used to fill identical non-ongoing or ongoing vacancies over the next 12 months. If you do not wish to be considered for other vacancies at the National Gallery, please notify us in your application.

OUR IDEAL CANDIDATE

Our ideal candidate will be a highly driven finance professional (CPA/CA) with strong financial management skills that support better practice financial management and deliver strong organisational financial performance.

To be successful in this role you should be 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, change management and meeting tight deadlines.

You will have 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 will be 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 Australian Public Service Executive Level 1 work level standards, you will:

- 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.
- Manage and analyse data, business activity and performance indicators to deliver timely high quality financial performance reports with insightful analysis and sound financial forecasts.
- Delivering relevant and timely financial reports for the senior executive and the Council.
- 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.
- Provide commercial analysis and financial management of diverse sources of income including – investments, endowments, gift shop, food and beverage, contributions, sponsorship and major exhibitions.
- Partner across the business areas, understanding key financial drivers and providing financial management support across the organisation.
- 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.
- Preparing the financial tables and associated analysis for the Portfolio Budget and Additional Estimates Statements for tabling in the Parliament.
- 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:

- 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.
- 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**.
- 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.
- The ability to **communicate with influence**, including negotiating persuasively, understanding and adapting to the audience, and building strong relationships.
- A versatile, flexible and creative approach to **cultivating productive working relationships** with a diverse range of stakeholders.
- 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' 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 'Who are we looking for?' section.

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.

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

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations <retain if relevant>

To be eligible for this role you **must**

- hold an Australian Citizenship, and
- satisfy a police check.

Role specific mandatory qualifications certification and/or registrations include:

- Baseline Security clearance (or the 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.

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.

Contact

Further information about the position may be obtained by contacting Laura McElhinney on +61 2 6240 6508 or laura.mcelhinney@nga.gov.au.