



Position Description

Position Title	Finance Data Analyst
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
Team	Operations
Location	<i>Bendigo</i>
Enterprise Agreement and or Award	Victorian Catholic Education Multi-Enterprise Agreement 2018
Classification	CEO Administration Level 5
Remuneration	\$91,616 to \$100,415 (excluding superannuation)
FTE	1.0 FTE
Status	Ongoing
Reports to	Finance Lead

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- That a strong sense of community is dependent on the quality of our collegial relationships
- That each person's potential is fostered through the dedicated ministry of Catholic Education
- In leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

Function Summary

The Catholic Education Office Sandhurst (CEOS) Team comprises approximately 100 employees working across 7 key divisional areas, supporting over 50 schools within the Sandhurst Diocese based across Bendigo, Tatura, and Wangaratta.

The Chief position within each division reports directly to the Chief Executive Officer of Catholic Education Sandhurst (CES) and the 7 divisional areas comprise of:

- Catholic Mission/Learning & Teaching
- School Development and Support
- Early Childhood Education and Care
- Student Pastoral Wellbeing
- People and Culture
- Operations; and,
- Strategy, Risk and Governance.

The Operations Team is led by the Chief Operations Officer who also assumes the duties of the Chief Financial Officer for Catholic Education Sandhurst Limited (CES Ltd).

The team partners with the business to provide advice and support in the following areas:

- Finance
- Facilities and Fleet Management
- ICT and Digital
- System Data
- Public Relations and Marketing
- Procurement
- Capital Planning & Infrastructure (including planning and implementing of all capital works projects); and,
- Administration (including event management and reception).

The team ensures appropriate systems and processes are in place to ensure that financial accountability, fiducial responsibility and resource and data stewardship are all managed to ensure sound strategic decision making.

Position Summary

Working with a collaborative finance team this position is responsible for providing technical, financial, and analytical support in relation to the daily financial activities of CES Ltd. Reporting directly to the

Finance Lead, the Finance Data Analyst will work directly with the Finance Team who partner with key stakeholders across all areas of the business.

Key responsibilities include:

- Provision of financial planning and analysis.
- Data extraction from various databases, to develop insights for data led decision making.
- Completing of financial reports and performance reports.
- Analysis of school financial data.
- Identifying opportunities for process improvement.
- Provision of financial insight and transparency into operational expenses.
- Ensuring and maintaining financial data integrity.
- Assisting schools with financial management responsibilities and legislative requirements.
- Assisting with finance projects and initiatives.

Key Responsibilities

Financial Planning and Analysis	<ul style="list-style-type: none"> • Partnering with key stakeholders across all areas of the business to: <ul style="list-style-type: none"> ○ Providing strategic insight and performance reporting. ○ Completing monthly and quarterly forecasting. ○ Completing financial modelling of leading and lagging indicators. ○ Delivering high quality and accurate forecasts which are fully supported by the business.
Data extraction and analysis	<ul style="list-style-type: none"> • Work with leaders to ascertain where data is stored as primary source of truth in order to ensure the most accurate data extraction and analysis. • Data extraction from various databases, to develop insights for data led decision making. • Present data and analysis in a meaningful way that is easy to read and understand.
School Data	<ul style="list-style-type: none"> • Analysis and reporting of school demographic and enrolment data using spreadsheets, as well as business intelligence and data visualisation software. • Analysis and reporting on school financial data including the School Financial Dashboard. • Undertake financial analysis and modelling of Federal and State funding formulas.

	<ul style="list-style-type: none"> Support the development, update and publishing of school financial tools.
Financial Reports and Performance Reports	<ul style="list-style-type: none"> Completing regular financial reports and performance reports including preparation and presentation of materials for the COO and Finance Lead roles.
Process Improvement	<ul style="list-style-type: none"> Reviewing processes and develop efficiencies. Identifying new opportunities for process improvement. Work with leaders to make recommendations for improving data entry to assist with data extraction and analysis.
Operational expenses and Cost Analysis	<ul style="list-style-type: none"> Ensuring the business meets targets through strong cost control and support through insights and analysis of key cost drivers, trends, and market benchmarking. Provision of support from a commercial perspective related to costs to ensure that the Finance Team can support schools across the Diocese. Provision of financial insight and transparency into operational expenses relative to prior periods, business drivers and business initiatives/projects in progress.
Data Integrity	<ul style="list-style-type: none"> Ensuring the integrity of data, and distribution of data to the organisation in a timely manner in support of decisions. Maintaining data and other records that create confidence in actual performance, forecasts, and budgets.
Financial Management responsibilities	<ul style="list-style-type: none"> Ensuring that diocesan schools are assisted to meet their financial management responsibilities and legislative requirements.
Finance Projects and Initiatives	<ul style="list-style-type: none"> Assisting Finance Lead with Finance projects and initiatives Conduct research as required.

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- All employees will be required to provide evidence of vaccination status prior to commencing employment with CES Ltd. Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Requirement for onsite work

- CES Ltd values flexibility and supports remote work where able. This position does require the majority of tasks to be conducted at a CES Ltd workplace and as such, the incumbent must be available to work onsite.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none">• Degree in Commerce, Accounting, Business or other relevant qualification.• A current unrestricted Victorian Drivers Licence.• National Police Record Check.
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	Knowledge and Experience	<ul style="list-style-type: none"> • Experience in extracting data from multiple sources. • Extensive experience in analysing financial data and preparing financial reports. • Strong understanding of financial and accounting practices. • Experience building and maintaining relationships.
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.
	Commitment to Child Safety	<ul style="list-style-type: none"> • Willing to undergo or provide a current and satisfactory working with children check. • Ability to demonstrate an understanding of appropriate behaviours when engaging with children. • Acknowledge and appreciate the strengths of Aboriginal culture and its importance in the wellbeing and safety of Aboriginal students.
	Skills and Attributes	<ul style="list-style-type: none"> • Ability to prioritise own workload and to work independently, managing competing demands and delivering within reasonable timeframes • Ability to communicate effectively with various stakeholders of multiple levels of skill and experience • Demonstrated high-level problem-solving skills • Excellent analytical and research skills including proficiency in technical writing and documentation • Demonstrated high level customer service skills with an ability to communicate technical concepts in lay terms • High level working knowledge of MS Excel and PowerBI to extract and decipher data for key stakeholders • Personal qualities of collaboration, solutions-focused, positive, and friendly
Desirable	Qualifications and Registrations	<ul style="list-style-type: none"> • CA/CPA/CFA qualified would be highly regarded.