

Position Description

Role title	Project Analyst	Last reviewed	1/01/2024
Division	Commercial and Business Services	Team	Business Planning and Partnering
Reports to	Finance Business Partner	Classification	
Direct reports	Nil		

Role Purpose

Assist in day-to-day financial management and accounting for assigned projects and activities to ensure relevant and accurate analysis of financial performance is undertaken and reported on. Assist with the day to day financial management and accounting for assigned projects through supporting journal entry, management of reconciliations and contributing to reporting and data analysis.

Key Accountabilities

- Support financial operating activities, including the management and reporting of key financial indicators, to ensure accurate financial performance and inform decision making.
- Maintain accurate and up to date project financials by performing journal entries, purchase orders, reconciliation of costs for recovery purposes to track expenses and ensure cost management.
- Contribute to the preparation and maintenance of operating and capital budgets to accurately reflect the activities of assigned projects and functions across Renewal SA.
- Prepare and maintain accurate financial forecasts including sales, expenditure, and cash flow forecasting to ensure effective resource allocations.
- Maintain whole of life financial models for assigned projects to ensure their ongoing currency and accuracy.
- Undertake regular and effective analysis of financial to support the meeting of regular reporting requirements and needs of project and leadership teams.
- Monitor and report on project risks and performance to ensure compliance, project risk mitigation and adherence to project management and procurement policies.

Key Relationships

Internal	
Who	Why
Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.

Key Challenges

- Balancing and managing competing demands and priorities to achieve desired outcomes.
- Supporting varied and complex projects in a fast-paced government organisation and understanding government approval processes and policies.

Qualifications and Technical Requirements

- Tertiary qualification in a relevant discipline (Finance, Accounting, Economics) is required.

Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
Culture and Collaboration	Communicate effectively	Foundational	<ul style="list-style-type: none"> • Write and speak in a professional way using correct English and grammar. • Develop communications focused on a clear message and ensure this reaches the intended audience. • Know the level of background and context the audience requires, use general language and avoid jargon. • Ensure communications follow the Renewal SA writing style and language guidelines

Strategy and Growth	Make an impact	Foundational	<ul style="list-style-type: none"> • Understand and articulate the challenges and issues facing stakeholders. • Show clear linkage between the problems needing resolution and the solutions developed. • Be able to communicate the primary benefits of different solutions or paths of action. • Demonstrate consideration for sustainability and environment impacts when discussing solutions.
Innovation and Agility	Be flexible	Foundational	<ul style="list-style-type: none"> • Be able to reprioritise workload to meet changing needs of your leaders and team. • Be willing to develop new skills through learning and experience to meet changing needs of your role. • Demonstrate openness to adjust ways of working as required. • Be accepting of new team members or changes to team structures
Solutions Focused	Solve problems	Foundational	<ul style="list-style-type: none"> • Ensure problems are understood and can be articulated, including risks, impacts and stakeholders involved. • Objectively review the issue and proposed solutions to assess the most suitable path forward. • Document and communicate decisions and recommendations ensuring to detail the facts available, rationale and the outcome. • Escalate issues that cannot be resolved, especially where they may impact completion of tasks or workload.

Delegate		Role occupant	
This position profile accurately outlines the expectations of the role.		<input type="checkbox"/>	I have read and understood the role and expectations of me. <input type="checkbox"/>
Name		Name	
Title		Signature	
Signature			
Date	Click to enter a date.	Date	Click to enter a date.