

Position description

Position	Finance Analyst
Group	Telecommunications
Reports to	Senior Finance Manager
Location	1010 La Trobe Street Docklands Victoria
Date	September 2021
Tenure	Permanent

Our organisation

VicTrack owns Victoria's rail transport land, assets and infrastructure. We work to protect and grow the value of the portfolio, to support a thriving transport system and make travel and living better for all Victorians. With much of our asset portfolio dedicated to rail transport – our land, infrastructure, trams, trains and telecommunication networks – our focus is on strategic asset management and supporting the delivery of better transport solutions.

Whether we're planning and managing the use of transport land, upgrading the telecommunication network or partnering on major infrastructure projects, our job is to ensure the state's assets continue to serve Victoria now and well into the future.

Our core functions include:

- delivering telecommunications infrastructure and services that form the backbone of the transport network from signalling, driver communications, public information displays and myki ticketing
- managing land set aside for transport purposes, including the development and sale of land no longer required for transport to optimise its use
- generating income through land sales and commercial leases that is reinvested into the state's transport system
- providing project management, engineering and construction services to deliver a range of government transport projects from Victoria's Big Build to station and car park upgrades
- managing transport facilities and assets, including the open access Dynon Rail Freight Terminal, heritage buildings and environmental preservation.

VicTrack's Telecommunications Network is deemed 'vital critical infrastructure' – being of state significance and therefore critical to the continuity of the supply of essential services to the state, and to the overall economic and social wellbeing of Victorians.

VicTrack is the custodial owner of most of Victoria's tourist and heritage assets and performs the role of Tourist and Heritage Registrar.

Our business groups

Our business is made up of three specialist delivery groups – Property, Telecommunications and Project Delivery – supported by Business Services and the Office of the Chief Executive.

Our vision

As a part of the transport portfolio, we share a common vision as defined in the *Transport Integration Act 2010*:

“To meet the aspirations of Victorians for an integrated and sustainable transport system that contributes to an inclusive, prosperous and environmentally responsible state”.

In realising this vision, we are working towards a transport system that promotes:

- social and economic inclusion
- economic prosperity
- environmental sustainability
- integration of transport and land use
- efficiency, coordination and reliability
- safety, health and wellbeing.

Our mission

To protect and grow our rail transport assets and drive reinvestment to service Victorians now and into the future.

Our values

- Professional – We make decisions with integrity and respect. By behaving professionally and ethically we win the trust of our colleagues, stakeholders and customers.
- Collaborate – We collaborate to get things done efficiently and effectively. We have greater opportunity through leveraging our collective knowledge, building stronger bonds and respecting each other.
- Achieve – We perform our roles with integrity and skill. We hold ourselves accountable for delivering what is needed and own both our successes and mistakes.
- Innovate – We embrace all new ideas that bring about change that adds value. We become more efficient, effective and competitive.

Dimensions

Reporting relationships

The Finance Analyst reports directly to the Senior Finance Manager within the Commercial team in Telecommunications.

Budget

N/A

Purpose of the position

The Finance Analyst supports the day-to-day activities of the billing function within the Telecommunications Group. The Finance Analyst supports the Telecommunications senior managers in the analysis, reporting and tracking of Telecommunications Group financials.

This position liaises closely with the Corporate Finance team in Business Services.

Key accountabilities/functions

- Administer the monthly finance and billing process for the Telecommunications Group, helping to drive the required input from the various teams within Telecommunications.

- Undertake detailed financial and data analysis to provide variance analysis for products which will offer meaningful commentary to support strategic decision making. This also includes ad-hoc analysis of data, creation of template and other reporting requirements as required.
- Process carrier/vendor/supplier invoices and the input of all accounts payable invoices into Pre-Processor for processing into TechOne accounting system.
- Maintain reference tables within Pre-Processor and TBIMS to safeguard the data integrity within these tables and that the linked data remains intact to ensure the accuracy of quality data.
- Ensure accurate input of billing data to enable a focus on quality integrity and accuracy of the data and feeder systems.
- Act as the Telecommunications interface to the Finance team, and as a prime contact for financial systems / processes to analyse, report and present utilisation data.
- Coordinate all cost centres/accounts, and project codes for the Telecommunications Group. Assist with the end of financial year audits and ad hoc audits and requests as required.
- Maintain Telecommunications billing system to safeguard the data integrity within data tables and that the linked data remains intact to ensure the accuracy of quality data.
- Use knowledge of all relevant systems to investigate customer queries to analyse queries and respond to customers and/or managers.
- Work closely with Senior Finance Manager, Group Manager Commercial and Group Manager Finance to identify and report on opportunities for improvement.

Customer focus

VicTrack staff practise customer focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting customer needs. We listen to customers about their expectations and focus on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with the *Occupational Health and Safety Act*, as it applies to self, tenants and customers, and environmental legislation in regard to preserving the environment.

Rail safety

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, must:

- be responsible for their actions where those actions can in any way affect or compromise railway safety
- be aware of the railway safety requirements associated with their duties and responsibilities
- take whatever action is possible to prevent unsafe conditions and/or incidents
- report any railway safety problems/hazards to the Manager Safety
- safely access the rail corridor.

Individual attributes

Qualifications

- Certificate or Diploma in Accounting, Finance or Business qualification

Knowledge and experience

- Proven experience in finance and/or billing. Experience gained in a telecommunications environment would be advantageous
- Demonstrable track record of business analysis activities including requirement collation, business analysis effort, process review and financial analysis
- Experience with enterprise finance systems (e.g. TechOne) is preferred
- Ability to analyse financial data for multiple scenarios
- Sound understanding of business and finance principles and their application
- Good understanding of data administration and management functions (collection, analysis, distribution, etc.)
- Knowledge of applying fundamental data transformation, cleaning, validation and statistical techniques

Skills

- Solid experience in advanced MS Excel and business/financial modelling with no limit on data set size consolidation in multiple worksheet, VLookup, Macro, business formulae, pivot table, charts
- Strong MS Access database queries
- Proven ability to generate financial reports with excellent attention to detail
- Ability to meet deadlines independently
- Demonstrated excellent verbal and written communication skills
- Ability to work effectively in teams and ability to train others

Interpersonal and other features

Internal relationships

- All VicTrack employees

External relationships

- The Finance Analyst will interact, liaise, seek advice and engage with customers and external stakeholders or suppliers such as auditors, consultants and contractors as required.