

Senior Business Analyst

PURPOSE OF THE POSITION

Reporting to the Chief Operating Officer, you will lead an internal project team that is undertaking a requirements gathering, software and vendor selection project for a new accounting information system.

KEY DUTIES

- Leading a project team responsible for the collection of and analysis of business requirements, and disseminating into a request for proposal document
- Meet and engage with multiple internal stakeholders to define business requirements
- Engage with external stakeholders to assess existing accounting software applications
- Translation of business requirements into an appropriate and succinct requirements document.
- Development of functional specifications that design and document desired outcome of new accounting system
- Develop a request for proposal document
- Applying appropriate project management techniques to ensure project completed within expected timelines.
- Analyse and evaluate software vendor proposals against business requirements
- *Remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding policy and procedures, and conduct yourself in a manner consistent with the Child Safeguarding Policy.*

QUALIFICATIONS & EXPERIENCE

- At least 5 to 7 years' experience in systems and business analysis
- Bachelor or Master degree in Finance, Business Analysis, Information systems or related field;
- Experience in evaluation and assessment of accounting software packages for a multi-national organisation
- Experience in the implementation of new accounting software packages for a multi-national organisation

DESIRABLE

- Project Management qualification
- Salesforce experience

SKILLS

- Outstanding ability to analyse, isolate and interpret business needs.
- Excellent communications skills, both written and verbal
- Project planning and specification skills, together with problem solving and analysis
- Creative thinker and motivator, energetic, with an entrepreneurial spirit
- Combines intellectual curiosity with analytical skills

CHILDFUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values –
Respect, Integrity, Collaboration, Change,
Empowerment & Excellence

Department: Operations

Location: ChildFund Australia, Sydney Office.

Employment: Full-time, Four month fixed term contract.

Reports to: Chief Operating Officer

Other Information: Must have working rights in Australia

Please apply at: <https://www.childfund.org.au/work-with-us/>





ORGANISATIONAL CONTEXT

ChildFund Australia is an independent and non-religious international development organisation that works to reduce poverty for children in developing communities. We work in partnership with children and their communities to create lasting change by supporting long-term community development, responding to humanitarian emergencies and promoting children’s rights.

ChildFund Australia implements programs with a range of local partners in **Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations**, and manages projects delivered by partner organisations throughout Asia, Africa and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of **the ChildFund Alliance** – one of the world’s oldest and most experienced child-focused development agencies. With a global network of 11 organisations, the ChildFund Alliance assists more than 14 million children and families in over 60 countries.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 20 days of paid annual leave (pro-rated for part-time employees). You are also entitled to personal/carer’s leave, paid parental leave, long service leave and bereavement leave.

Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversation between yourself and your manager about maintaining work-life balance.

Salary Packaging

You will be eligible to salary packaging. As a Non-Governmental Organisation, our staff are eligible for salary sacrificing. The Australian Taxation Office (ATO) allows us to reimburse you for your personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in additions to the income tax Free threshold.

Employee Assistance Program

In case you need help with personal, family or employment related matters you and your family will have access to free external, professional and confidential counselling assistance.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

OUR VISION: A global community, free from poverty, where children are protected and have the opportunity to reach their full potential.

OUR MISSION: We work in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children’s rights.

At ChildFund Australia you will be contributing to every child being able to say: “I am safe. I am educated. I am heard. I have a future.”