



## Position Description – International Financial Analyst

### Position Details

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| <b>Position Title:</b>    | International Financial Analyst  |
| <b>College/Portfolio:</b> | International & Engagement   |
| <b>School/Group:</b>      | Commercial Strategy  |
| <b>Campus Location:</b>   | Based at the City campus, however may be required to work and/or be based at other campuses of the University. |
| <b>Classification:</b>    | HEW 8  |
| <b>Employment Type:</b>   | Continuing   |
| <b>Time Fraction:</b>     | 1.0 FTE  |

### RMIT University

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RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

## Why work at RMIT University

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Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

## College/Portfolio/Group

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The International and Engagement group is led by the Deputy Vice-Chancellor International & Engagement and Vice-President, and consists of the following portfolios:

- International
- RMIT Vietnam
- RMIT Europe
- University Communications
- Experience (Global Student Recruitment; Global Marketing and Regional Hubs; Market Intelligence & Propositions; Digital & Experience)
- Business Development, Philanthropy, RMIT Culture

## Position Summary

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The International Financial Analyst will be responsible for supporting the financial performance of new and existing offshore partnerships by supplying accurate and timely financial information to decision-makers. The role will also support other initiatives across the International portfolio including projects and some domestic initiatives.

The role will have specific responsibility for developing financial models for a range of projects and partnerships. Working with stakeholders across the University to understand the concept, the models will support the development of commercial terms and delivery models for these partnerships.

## Reporting Line

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Reports to: Associate Director, Commercial Strategy

Direct reports: 0

## Organisational Accountabilities

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RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

**Key Accountabilities**

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- Develop financial models to generate understanding of future financial performance of offshore partnerships, as well as some domestic projects
- Support the International team and College stakeholders to conduct commercial negotiations by providing insights from financial modelling
- Track the performance (financial and other metrics) of offshore partnerships and some domestic projects, and understand drivers of over/under performance
- Development of Executive Dashboards for the monitoring of International operations and performance
- Support internal budget preparation and tracking
- Support offshore short course financial modelling and financial management
- Support the development of business cases for new initiatives requiring funding
- Any other tasks as directed by the Associate Director, Commercial Strategy

**Key Selection Criteria**

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1. Experience developing complex financial models in Microsoft Excel
2. Experience communicating insights from financial models to executive audiences
3. Experience with the preparation of financial sections of business cases for executive audiences
4. Experience tracking and reporting on financial and other performance measures
5. Exposure to the development of executive dashboards including Power BI or other database platforms
6. Ability to demonstrate discretion regarding sensitive financial information
7. Detail focused and driven to deliver great service and outcomes for internal customers.

**Qualifications**

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A tertiary qualification in a relevant field is desired.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

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| <b>Endorsed:</b> | Signature:<br>Name:<br>Title:<br>Date: | <b>Approved:</b> | Signature:<br>Name:<br>Title:<br>Date: |
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