

Position description

Position	Property Finance Analyst (100556)
Group	Property Group
Reports to	Group Manager, Property Finance
Location	1010 La Trobe Street Docklands Victoria
Date	12 October 2018

Our organisation

VicTrack owns Victoria's transport land, assets and infrastructure and works to protect and grow the value of the portfolio, to support a thriving transport system, and make travel and living better for Victorians.

With much of the asset portfolio dedicated to transport – our lands, infrastructure, trams and trains, and telecommunication networks – our focus is strategic asset management and supporting the delivery of better transport solutions. With a strong commercial focus we invest back into transport and communities, and support other non-commercial activities like community projects and environmental and heritage preservation.

Our core functions

Victoria's *Transport Integration Act 2010* sets out the objectives for each transport sector agency, and as the asset owners, our role is to manage the assets consistent with transport system objectives. Our core functions include:

- Telecommunication services and network infrastructure that supports public transport
- Managers of land set aside for transport purposes, including the development and sale of land no longer required for transport
- Project management and civil engineering services for rail infrastructure upgrades
- Transport facilities and asset management, including the open access Dynon Rail Freight Terminal and heritage, buildings and environmental preservation

Our business groups

Our business is made up of three specialist delivery groups including Property, Telecommunications and Project Delivery, which are supported by Corporate Affairs and Business Services. Each delivery group provides various disciplines in assets management and service delivery.

Our vision

To grow as a commercially sustainable corporation that supports the delivery of government policy and achieves triple bottom line outcomes through a strong commercial focus and environmental sensitivity and provides a range of social benefits to Victorian communities.

Our mission

To improve the value of assets that VicTrack manages for the state and deliver a range of commercial services and projects that improve Victoria's transport system and contribute to the state's liveability and sustainable economic development.

Our values

- Respect
- Professionalism
- Achievement
- One team

Dimensions

Reporting relationships:

The Property Finance Analyst reports directly to the Group Manager, Property Finance, and will support the wider Property Group in a finance related capacity.

Budget:

While not directly responsible for managing budgets, the Property Finance Analyst will support and coordinate the Property Group with the budgeting, forecasting and reporting processes in a cost centre and projects capacity.

Other:

N/A

Purpose of the position

The Property Finance Analyst is responsible for supporting the Group Manager, Property Finance with Capital Program Management and analysis, whilst supporting the wider Property Group with the cost centre management, commercial analysis and other finance related tasks.

Key accountabilities/functions

- Budgeting and Forecasting – manage the Property Group cost centre and Project budgets, and provide support to the wider Property Group with cost centre management. This includes regular forecast reviews in collaboration with the Property Group Managers, and assisting in the preparation of the Corporate Plans and annual budgeting process;
- Preparation of month-end journals, and ensuring compliance with internal policies and procedures;
- Month-end reporting – provide updates and commercial analysis for the entire Property Group in support of the Group Manager, Property Finance - including KPI reporting and dashboard management;
- Develop and implement a Property Group capital program management process including programme administration, budgeting and forecasting, and cross-functional analysis/support from the Project Delivery Group;
- Land Sales and Property Development support – continued support of the Development Project and Program costing / monitoring / financial reporting function, and Land Sales program management including settlement reconciliations and policy reviews;
- Appraising the financial viability of plans, proposals and feasibility studies, and preparation of business cases for the Property Group, ensuring compliance with the Investment Framework;
- General group financial support – i.e. PMO queries, TechOne reporting, Debtor management, purchase order non-compliance, etc...; and
- Ad hoc projects – as identified with the Group Manager, Property Finance, including process improvements, cost centre rationalisation and risk management.

Customer focus

At VicTrack we require staff to practice customer focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting their needs. This is about listening to customers regarding their expectations and focusing on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

This position has organisational responsibility to ensure our collective approach to a customer centric approach is delivered, managed and monitored.

Safety responsibilities

Ensure safety instructions are adhered to and report any inappropriate practices and incidents. Comply with *Occupational Health & Safety Act* in regard to self, tenants and customers.

Train track safety awareness

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

- 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 the occurrence of unsafe conditions and/incidents;
- Report any railway safety problems/hazards of which they become aware to the Manager, Safety

Individual attributes

Technical experience

Qualifications and experience:

- Relevant tertiary qualification in Commerce; and
- Commencement of post-graduate professional studies - Chartered Accountant (CA) / Certified Practising Accountant (CPA)

Technical Experience:

- Understanding of key accounting principles and processes in conjunction with budgeting, forecasting and commercial analysis skills;
- Understanding of Property Management processes, in particular within a government environment;
- Demonstrated experience in using Microsoft Office / MS Excel; and
- Demonstrated experience in ERP software - Technology One system or similar is preferred.

Skills & abilities:

- Excellent analytical and business acumen skills, including performance and board reporting experience with a strong attention to detail;
- Excellent organisational skills, including the ability to prioritise and manage tasks autonomously, meet deadlines with minimal supervision, whilst minimising risk to the organisation;
- High level interpersonal skills with the ability to effectively communicate – both verbal and written, with a wide range of stakeholders, and build and enhance relationships;
- Excellent interpersonal skills, including negotiation, influencing and leadership skills;
- Demonstrated ability to work in a team environment and contribute positively to team goals; and
- Extensive process mapping, modelling and process improvement experience.

Interpersonal and other features

Internal relationships:

- Finance – Business services and Functional Business Unit Finance teams;
- Project Delivery Group – PM's and PMO;
- Corporate Services – Legal and Communications & Government Relations;
- General Managers and Senior Leadership Team; and
- Property Group team members seeking financial assistance.

External relationships:

- Auditors; and
- Commercial Partners and service providers – QMS, CarePark, oOH, Brookfield, etc...