

Position description

Finance Analyst

Position title	Finance Analyst
Position number	201233
Classification level	D
Position type	12 Month Fixed Term Contract – Maternity Cover
Group	Corporate Services
Division	Finance
Reports to	Senior Finance Business Partner
Usual place of work	1010 La Trobe Street, Docklands
Date	April 2026
Conditions	Full time (flexibility will be considered) 1.0 FTE (flexibility will be considered)
End date (if fixed term)	30/06/2027

Our organisation

VicTrack owns Victoria's rail transport land, assets and infrastructure. As a commercially focused government agency delivering for Victoria, 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.

About the group

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Our business is made up of specialist delivery groups – Property and Telecommunications – supported by Corporate Services and the Office of the Chief Executive.

This position is based in Corporate Services.

The Corporate Services group provides the daily support needed to run VicTrack's operations. It is responsible for a wide range of specialist functions that enable our business to be accountable, transparent and operate effectively including Finance, IT & Digital, People & Culture and Procurement.

About this position

Reporting relationships

The Finance Analyst reports directly to the Senior Finance Business Partner, Telecommunications. The position interacts with employees across the Telecommunications Group and the wider Corporate Finance.

Delegations / Budget

N/A

Purpose of the position

The Finance Analyst is a key member of the Corporate Services Finance team and is responsible for supporting the Senior Finance Business Partner by overseeing and running accounting and financial activities.

This role will analyse and provide financial information to the Senior Finance Business Partner to assist in budgeting, forecasting and sound financial decision-making. They will collate and consolidate finance data using the company's finance systems and other systems used in the business unit, to enable effective management of profit and loss and enhance economic sustainability.

Key accountabilities/functions

Position accountabilities:

1. **Reporting and analysis:** Manage month and year end close activities, including journal entries, P&L review, variance analysis, Capex review and financial reporting.
2. **Budgeting, forecasting and planning:** Lead budgeting and forecasting activities across cost centres and projects, including regular forecast reviews with Telco Group Managers and support for corporate plans and the annual budgeting process.
3. **Revenue accounting and system management:** Drive process improvements within revenue accounting and maintain natural accounts and organisational/cost structures within TechOne for the Telecommunications Group.
4. **Cost management and performance optimisation:** Identify cost reduction initiatives and opportunities to improve financial performance, including ongoing analysis of project resourcing efficiency through timesheet review.

5. **Strategic decision support and governance:** Provide high-quality financial insights to support strategic decision-making while ensuring compliance with internal policies, procedures, and relevant accounting standards.
6. **Policy and compliance management:** Maintain and update internal financial policies and procedures to ensure ongoing compliance and continuous improvement.
7. **General financial and operational support:** Provide broad financial support to the group, including responding to queries, TechOne reporting, debtor management, and purchase order management.
8. **Other duties as required:** In line with Section 31A of the *Public Administration Act 2004* (Vic) other duties may be assigned consistent with employment classification, skills, and capabilities.

Key selection criteria

1. **Strong financial acumen and analytical capability:** Demonstrated ability to interpret financial data, identify trends and risks, and apply sound financial judgement to support business performance and decision-making.
2. **Experience working in complex financial environments:** Proven experience operating in a medium to large organisation with multiple cost centres and projects, with the ability to manage competing priorities and meet tight reporting deadlines.
3. **Systems and data driven:** Ability to work effectively with financial systems and data structures, with a proactive approach to improving processes, controls, and data integrity to enhance efficiency and accuracy.
4. **Commercial and strategic thinking:** Demonstrated capacity to think beyond the numbers, understand business drivers, and provide insights that contribute to improved financial outcomes and strategic planning.
5. **Governance and compliance:** Sound understanding of financial governance, internal controls, and compliance requirements, with strong attention to detail and commitment to maintaining high standards of accuracy and accountability.

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 your line manager and the Health & Safety team
- safely access the rail corridor.

Individual attributes

Qualifications and experience

1. **Mandatory:** Tertiary qualification in Financial Accounting
2. **Mandatory:** Postgraduate qualification or studying towards CPA/CIMA or similar
3. **Desirable:** Strong experience in management accounting principles

Interpersonal and other features

Internal relationships

- All VicTrack employees

External relationships

- All VicTrack customers
- Vendors and/or suppliers

Ordinary hours of work

Ordinary hours of work are Monday to Friday between 6:00am and 6:00pm.

Why work for VicTrack?

Our mission

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

Our vision

Working at VicTrack provides people with the opportunity to contribute to creating thriving places and connected communities for all Victorians. Some of the benefits that we provide our people are listed on our website and can be accessed via: [Careers at VicTrack](#)

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:

1. social and economic inclusion
2. economic prosperity
3. environmental sustainability
4. integration of transport and land use
5. efficiency, coordination and reliability
6. safety, health and wellbeing.