



## Oasis Asset Management Ltd Position Description

**Position Title** : **Financial Planning Analyst**  
**Reports to** : **Financial Planning & Analysis Manager**  
**Business Unit/Section** : **Finance / Management Accounting**

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### 1. Primary Objective(s)

This position will assist the Financial Planning & Analysis Manager in the company's annual budgeting and financial planning cycles, the design of management reporting and providing commercial analysis that will effect change and improvement in business operations or structure.

#### Role Purpose

To:

- Assist in all aspects of annual budgeting and managing the quarterly forecasting process.
- Systems and management reporting focus incorporating statistical reporting across Oasis departments and financial modelling.
- Monitoring, reporting, analysis and interpretation of financial results including analysis of costs across Oasis departments
- Assist in the monitoring, reporting, analysis and interpretation of financial results including analysis of revenue and costs across products (product profitability)
- Assist on projects that will provide profitability improvements and offer value added propositions.
- Assist in the creation of a finance infrastructure able to support a business seeking growth.

### 2. Major Accountabilities

Area of Accountability	%	What are the Outputs / Results Expected?	How are they achieved?
Budgeting and managing the quarterly forecasting process	30%	<ul style="list-style-type: none"><li>• Assist in the development, implementation, maintenance, and management of the OAML Group budget</li></ul>	<ul style="list-style-type: none"><li>• Ensure development of budgeting procedures, guidelines and policies governing the formulation and maintenance of the budget are well documented so as to provide assistance in completing the budget</li><li>• Assist in examining the budget estimates for accuracy, precision, and completeness</li><li>• Consolidate the individual</li></ul>

			departmental budgets into operating and capital financial summaries
Participating in the financial month end process including preparation, reporting and analysis of monthly results and variance to budget	20%	<ul style="list-style-type: none"> <li>Assist in the accurate analysis of Income and Expenses including, commission income, fees &amp; charges and tax and identifying variances and establishing reasons</li> </ul>	<ul style="list-style-type: none"> <li>Delivery of schedules that support income and expenditure including Commission income, fees and charges and tax collected etc.</li> </ul>
Preparation of monthly divisional and project reporting	20%	<ul style="list-style-type: none"> <li>Accurate completion of monthly reports</li> <li>Analysis of costs across departments/projects</li> </ul>	<ul style="list-style-type: none"> <li>Delivery of reports that support expenditure by department/project</li> </ul>
Monitoring, reporting, analysis and interpretation of financial results including preparing accurate management information data to meet the needs of the business.	20%	<ul style="list-style-type: none"> <li>Assist in the analysis of financial results on a regular basis and assistance in the preparation of business reports highlighting trends and issues, including: <ul style="list-style-type: none"> <li>the analysis of costs across Oasis departments</li> <li>the analysis product profitability</li> <li>the analysis of cash flows across operations and administration entities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Delivery of schedules that support income and expenditure including Commission income, fees and charges by product</li> </ul>
Ad hoc project work	10%	<ul style="list-style-type: none"> <li>Respond in timely and effective fashion to queries from the business</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that required information to make business decisions is collated, analysed and delivered to Financial Controller and the business</li> </ul>

### 3. Key Communications

Most Frequent Contacts	Internal/External	Nature or Purpose
Financial Planning & Analysis Manager	Internal	<ul style="list-style-type: none"> <li>Assisting in delivering financial information and analysis</li> <li>Providing advice, assistance and communication of budgeting and management accounting Issues</li> </ul>
Oasis Departments	Internal	<ul style="list-style-type: none"> <li>Per SLA's</li> </ul>

#### 4. Challenges

- Achievement of financial objectives in a challenging, dynamic and complex environment
- Delivery of accurate management financial information in a timely manner
- Ensure the Group management and financial controls are in place
- Timeliness and accuracy of reporting systems
- Responsible for reporting and analysis of financial results particularly income and expenses. This requires an information reporting system and process so that the current month actual and YTD results and variances are explained and risk issues identified and actions established
- Ensure management and financial controls are in place and monitored properly so as to minimise the Group financial risk exposure
- Maintaining a consultative and supportive relationship with other departments
- Ensure Sun Systems accounting package is continuously utilised to provide efficiency improvements and enhanced reporting and functionality

#### 5. Decision Making

Major Decisions Expected	Major Initiatives Expected
Financial results	Reporting of financial results including budgets and variance analysis in an accurate and timely manner
Assess and implement management controls and disciplines to ensure appropriate governance and integrity	Appropriate management controls and disciplines initiated
Solutions for reporting and processes	Identify specific deliverables and timelines for management, feedback and performance reporting
Improvements to current Management Accounting work process	Systems enhancements to meet the reporting needs based on existing requirements
Escalation of issues likely to expose the Group to risk	Solutions, recommendations to reduce risks

#### 6. Knowledge, Skills and Experience

##### Educational Qualifications

###### Mandatory

- Tertiary qualification in a relevant discipline (Commerce, Business, Economics, Accounting)

##### Special Skills / Competencies

###### Mandatory

- Minimum of 2 years commercial and analytical experience
- Good financial analysis and interpretation skills
- Sound problem solving and conceptual thinking
- Excellent technical accounting and reporting skills
- Competent skills in data extraction and use of reporting software such as MS Excel query, Sun Systems Vision Excel and Vision Executive,
- Sound verbal and written communication skills
- Ability to prepare and present information in an insightful, succinct and professional manner

### Preferred

- Superannuation and Financial Planning industry experience
- Decisive and a self-starter with energy and motivation necessary to be effective in a very demanding environment
- Committed to value of teamwork and sharing information and experience

### **7. Potential Career Paths**

- Senior Financial Planning Analyst
- Senior roles within Financial Reporting team