

Financial Systems Analyst

POSITION DESCRIPTION



Position Number:	1032
Department:	Organisational Services
Section:	Finance
Unit:	Financial Systems
Position Status:	Permanent Full Time
Classification:	Level 5 – Rockhampton Regional Council Certified Agreement 2025 – Internal Employees
Reports To:	Financial Systems Supervisor
Revised:	August 2026

General Position Statement

This position supports Council's direction by providing high level financial analysis, reporting and administration for the Financial Systems team in a professional, efficient and confidential manner, developing good working relationships with all staff and the public.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Working as part of a small team to support the implementation, upgrades and integration of Council's Finance system including any future modules.
- Review and test system changes and upgrades utilising technical financial knowledge to ensure audit requirements are met.
- Assist with supporting the Accounting team by providing technical financial support in line with system requirements and Accounting Standards.
- Design, create and maintain reports across the Finance system ensuring the accuracy of data produced through comprehensive testing and review.
- Develop financial reports and data extracts to meet customer needs using XLOne and business analytics.
- Monitor, analyse and investigate financial system data to identify discrepancies, trouble shoot issues and recommend corrective actions.
- Provide support and assistance to users across the Finance system through training, documenting and updating user manuals, detailed documentation and policies and procedures including user maintenance within the system.
- Ensure a high level of customer service through the maintenance of customer service standards.
- Undertake payroll reconciliation, financial payroll forecasting and modelling when required.
- Maintaining sufficient system controls to minimise any risk to the security of financial information in accordance with statutory requirements, Council policy and the unit's objectives.

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- Monitor interfaces between financial and payroll systems through regular audits and reconciliations to ensure data accuracy.
- Prepare and present financial systems analysis, including risks, improvements and recommendations to stakeholders to support informed decision making and continuous improvement initiatives.
- Undertake other specialised projects as directed.
- Refer matters that may impact upon the business, Council and employees to the relevant Team Leader, Supervisor/Curator, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Strong analytical and problem solving ability with ability to design processes and achieve results.
- Proven capability in functional systems administration, including report writing, understanding data structures, systems interfacing and ability to troubleshoot.
- Ability to effectively operate Council's computer systems including the TechnologyOne Ci Anywhere Suite and the MS Office Suite.
- Significant working knowledge or ability to quickly acquire knowledge of relevant Local Government operations and legislative framework.
- Working knowledge of Accounting Standards and concepts.
- Highly developed skills in data warehousing and developing custom or add-on reporting tools (e.g. XLOne, ETL).
- High level proficiency in comprehensive report writing and demonstrated ability to produce logical, plain English, and professional written communication.
- Demonstrated strong capacity to plan workload, achieve set goals and meet deadlines.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.

Qualifications

- Tertiary (degree) qualifications in Accounting/ Business/ Information Technology (or related discipline) and/or substantial relevant experience.

Desirable Qualifications and Experience

- Experience in a state or local government environment.

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and

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community outcomes.

- **Safety** – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- **Code of Conduct** – Act in accordance with Council's Code of Conduct.
- **Council Values** – Demonstrate behaviours aligned to Council's values: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development*.

Additional Requirements

- Ability to work in an office environment.
- Ability to work with screen based equipment over long periods with prescribed rest breaks.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Ability to complete or willingness to learn to complete online training and electronic timesheets.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager Finance
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

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POSITION DESCRIPTION



Position Number:	1032
Department:	Organisational Services
Section:	Finance
Unit:	Financial Systems
Position Status:	Permanent Full Time
Classification:	Level 4 – Rockhampton Regional Council Certified Agreement 2025 – Internal Employees
Reports To:	Financial Systems Supervisor
Revised:	August 2026

General Position Statement

This position supports Council's direction by assisting with the financial analysis, reporting and administration for the Financial Systems team in a professional, efficient and confidential manner, developing good working relationships with all staff and the public.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Working as part of a small team to assist with implementation, upgrades and integration of Council's Finance system including any future modules.
- Assist in reviewing and testing system changes and upgrades utilising financial knowledge to ensure audit requirements are met.
- Assist with supporting the Accounting team by providing financial support in line with system requirements and Accounting Standards.
- Assist with maintaining reports across the Finance system ensuring the accuracy of data produced through comprehensive testing and review.
- Ability to develop financial reports and data extracts to meet customer needs using XLOne and business analytics.
- Monitor, analyse and investigate financial system data to identify discrepancies, trouble shoot issues and recommend corrective actions.
- Provide general support and assistance to users across the Finance system through documenting and updating user manuals, detailed documentation and policies and procedures including user maintenance within the system.
- Ensure a high level of customer service through the maintenance of customer service standards.
- Assist with payroll reconciliation, financial payroll forecasting and modelling when required.
- Assist with maintaining system controls to minimise any risk to the security of financial information in accordance with statutory requirements, Council policy and the unit's objectives.

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- Refer matters that may impact upon the business, Council and employees to the relevant Team Leader, Supervisor/Curator, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated analytical and problem solving ability with ability to design processes and achieve results.
- Knowledge of and ability to undertake functional systems administration, including report writing, understanding data structures, systems interfacing and troubleshooting.
- Ability to quickly acquire knowledge of relevant Local Government operations and legislative framework.
- Working knowledge of Accounting Standards and concepts.
- Ability to learn comprehensive report writing and to produce logical, plain English, and professional written communication.
- Working knowledge of data warehousing and developing custom or add-on reporting tools (e.g., XLOne, ETL). Capacity to plan workload, achieve set goals and meet deadlines.
- Ability to effectively operate Council's computer systems including the TechnologyOne Ci Anywhere Suite and the MS Office Suite.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, define and deliver goals that are SMART – Specific, Measurable, Achievable, Relevant and Timely.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.

Qualifications

- Tertiary qualification in Accounting/ Business/ Information Technology or other relevant discipline or studying towards qualification and/or equivalent relevant experience.

Desirable Qualifications and Experience

- Experience in a state or local government environment.

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and

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customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.

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