



NGĀTI WHĀTUA ŌRĀKEI
WHAI RAWA LIMITED

Business Analyst Position Description

Function and scope

The Business Analyst role has a strong commercial element being a commercial business partner working alongside the CEO, CFO and property/development managers to provide financial reporting and analysis on projects and developments. The role also includes management of the Group budget process and production of regular forecasts alongside the Finance Team.

The role requires a high level of financial analysis skill, a rigorous attention to detail and a willingness to challenge and question assumptions.

Duties and responsibilities

Business Partner

- Key financial and commercial business partner for the development, property management and project teams;
- Attend project control meetings with development managers to ensure a full understanding of the financials and the progress of the developments;
- First point of contact for development/project/property managers to provide financial analysis for their projects and feasibility studies;
- Meet regularly with development managers to review their forecasts and update reports for board reporting;
- Work with Finance Manager to ensure financial perspective is built into development models;
- Business case support and provision of financial information for managers;
- Support with other managers with preparation of board papers.

Budgeting and Forecasting

- Management of the budget process working with the Finance Team and continuous update of forecasting model to provide long term planning for the business;
- Working alongside the Finance Team and external consultants as required, write new forecasting models for the business as required in either excel or Adaptive;
- Manage the relationship with the IT consultants that maintain Adaptive and feasibility systems;
- Manage the creation of new forecasting 'sheets' in Adaptive in conjunction with the Finance Team and IT consultants;
- Continuous improvement of financial models and alignment with required reporting to the board and input to the group business plan;
- Scenario testing alongside the Finance Team for developments, bank covenants and group business plan;
- Manage alongside the Finance Team the integration between the General Ledger and Adaptive;

Health & Safety

- Understand and adhere to Company and statutory requirements on Health & Safety issues;
 - Take responsibility for own safe working behaviour.
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Reports to Chief Financial Officer

Business Contacts:

- Internal: CFO, Finance Manager, Financial Accountant, Accounts Assistant, Accounts Receivable/Payable Clerk, Finance Intern CEO, Property Management & Development managers.
- External: External auditors, IT support and consultants joint venture partners, and external consultants including *inter alia* engineering and planning consultants, quantity surveyors, architecture and design.

Minimum Requirements:

- Education: Tertiary qualification in finance or accounting preferred.
- Experience: A minimum 8 years' experience working in Financial and commercial roles. Experience within a property company or similar with strong project feasibility and modelling experience.
- Knowledge: A good understanding of the building process and residential development. Strong capability with Excel, Word and PowerPoint. Good written and oral communication skills. Experience with accounting and analysis systems.