

orygen

FINANCE SYSTEMS ANALYST

MAY 2025

POSITION SUMMARY

Location:	Parkville		
Functional area:	Finance		
Classification/ Salary:	\$110,000 - \$120,000 commensurate with skills and experience + 11.5% super + access to \$15,900 NFP salary packaging		
Job level:	3		
Reports to:	Financial Controller, indirect reporting line to Head of Financial Planning and Analysis		
Employment type:	Full time		
Employment length:	12-month contract		
Direct reports	None	Indirect reports	None

POSITION PURPOSE STATEMENT

The Finance Systems Analyst will drive system management, maintenance and improvement for the finance team's technology platforms. This role will assist in the development and maintenance of financial systems with a focus on Microsoft Dynamics 365 Business Central, MAGIQ, SQL, and Power BI.

As a finance team member, the Finance Systems Analyst will bring strong communication skills and a willingness to assist our clients, stakeholders, and fellow team members; including filling in for staff, and being flexible in the work and the prioritisation of work on any given day.

About Finance

The Finance Team at Orygen currently provides services and support for circa 400 staff across six locations as well as the University of Melbourne - Centre for Youth Mental Health (CYMH). The team ensures that the organization runs efficiently and meets its financial obligations in a timely manner. Work areas include Accounts Payable & Receivable, Budgeting, Payroll, Compliance and Reporting. In our work with CYMH, we also administer competitive and international research grants, which requires careful consolidation of dual-entity financials for accurate management reporting and oversight.

POSITION FOCUS

	Key responsibility area	Percentage
1	Systems Management and Optimisation	50%
2	Reporting	25%
3	Training and Support	10%
4	Project Management	10%
5	Compliance and Risk Management	5%

POSITION KEY RESPONSIBILITY AREAS

1. System Management and Optimisation

- Administer, configure and maintain Dynamics 365 Business Central, Continia Expense Management, and MAGIQ Performance budgeting and forecasting platform, including:
 - User Setup,
 - Permission Management,
 - Workflow Setup,
 - Chart of Accounts, General Ledger dimensions and Hierarchy Trees maintenance
 - Delegations of Authority (DoA) workflows
 - Period close management
- Responsible for legacy systems, holding historical financial data (Great Plains, Orygen Finance Intranet)
- Support data validation processes and University of Melbourne Centre for Youth Mental Health (CYMH) data upload via single file transfer profile (SFTP) to MAGIQ, ensuring accuracy and integrity of financial data within Orygen systems.
- Validate data sources, managing data feeds, and supporting internal controls and audit processes ensuring data integrity within and between Orygen's finance systems.
- Develop, maintain and support adjacent systems and processes, including Participant Payment Forms (Excel – VBA) and contract management processes.
- Ensure the finance system is optimised for performance, scalability, and compliance with organisational policies.
- Contribute to maintaining a strong financial management control environment through understanding, implementing and monitoring organisational policies and procedures.
- Establish, maintain and grow connections across the central support teams, in particular, Business Partners, Accounts Receivable, Accounts Payable, to solidify effective and efficient ways of working and deliver quality outcomes.

2. Reporting

- Maintain MAGIQ Cloud reporting templates.
- Develop, implement, and maintain Power BI dashboards and reports to visualise key financial and operational metrics, improving visibility for executive and management decision-making.
- Work closely with finance business partners to provide customised reporting solutions using MAGIQ alternate Trees and BI, enhancing end-user acceptance and trust in system outputs
- Provide ongoing support to enhance management reporting across the business.

3. Training and Support

- Maintain and develop training materials, procedures and policies relevant to finance systems.

<ul style="list-style-type: none"> • Assist with maintenance of the Orygen Intranet, including finance pages, policies, procedures and guides. • Provide training and support to finance and operational users to maximise their understanding and usage of finance systems. • Troubleshoot and resolve system-related issues in a timely manner.
4. Project Management <ul style="list-style-type: none"> • Lead finance systems-related projects, including upgrades, migrations, and new module implementations • Develop project plans, manage timelines, and ensure successful delivery within budget and scope • Conduct system testing, troubleshoot issues, and liaise with internal IT and external vendors to implement updates and enhancements across finance systems • Support financial modelling and ad hoc tasks as required
5. Compliance and Risk Management <ul style="list-style-type: none"> • Ensure the finance system adheres to regulatory and security requirements. • Manage system access and roles to maintain robust segregation of duties and controls. • Lead finance systems-related projects, including upgrades, migrations, and new module implementations. • Develop project plans, manage timelines, and ensure successful delivery within budget and scope. • Conduct system testing, troubleshoot issues, and liaise with internal IT and external vendors to implement updates and enhancements across finance systems. • Support financial modelling and ad hoc tasks as required.
6. Other <ul style="list-style-type: none"> • Develop strong working relationships with the finance team and broader organisation. • Maintain a customer service focus when working with stakeholders. • Any other tasks that may arise in the course of working with Orygen.

EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> • Highly proficient in SQL, Power BI, Microsoft Dynamics 365 (essential) • Advanced excel skills, including modelling, VBA, pivot (essential) • Experience in budget & forecasting platform MAGIQ (preferred) • Significant knowledge and experience of managing and optimising financial systems. • Capacity to identify and implement process and system improvements. • Experience developing strong working relationships. • Well-developed problem solving/analytics skills with the ability to deliver creative solutions. • High level influencing and negotiating skills to steer decisions and actions. • Strong stakeholder management skills.
Personal attributes	<ul style="list-style-type: none"> • Clear and concise written and verbal communication and interpersonal skills. • Highly developed skills in time management, setting priorities, planning and organising own work to meet deadlines whilst maintaining a high level of accuracy. • Takes a pro-active client service approach and maintains excellent client relations. • Adheres to a professional code of conduct, including confidentiality, and organisational values. • Supports the skill and knowledge development of team members. • Contribute as an active member of the team by respecting the work of other team members, contributing to building team morale and motivation.

	<ul style="list-style-type: none"> Is a team player with the flexibility to step up and provide support where needed.
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KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> Finance Team Budget holders & Financial Delegates Payment and Invoice Requestors
External	<ul style="list-style-type: none"> Velrada (D365 BC external vendor) MAGIQ consultants BDO & KPMG (external assurance partners)

SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> Unrestricted right to live and work in Australia. A current National Police Check will be required. Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check. You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne. In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required. Occasional out of hours, evening and/or weekend work may be required.

SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.

In addition, employees are expected to:

- Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.
- Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.
- Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.
- Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.
- You may encounter sensitive information related to mental health as part of your work. Being aware of this and how it could affect you and planning accordingly is essential.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	
Signature	
Date	