

JOB DESCRIPTION FORM

Position title/number:	Financial & Business Performance Analyst (12300209)		
Classification:	General Division Level 4		
Roster:	Full-time (37.5 hours per week)		
Division:	Business Services		
Business Unit:	Strategy, Budgeting and Reporting		
Reports to:	Manager - Management Accounting (12300201)		
Direct reports:	0 FTE	Office location:	Perth

Job Description

This position is responsible for providing support and streamlining data processing and reporting to enhance operational efficiency. The role will work with the Management Reporting team and with stakeholders, to ensure performance reporting (internal & external) is delivered on a timely manner.

About Us

Legal Aid WA has one purpose: to see that the law protects all Western Australians regardless of poverty or disadvantage. We provide legal assistance services across Western Australia and the Indian Ocean Territories. We deliver those services through our offices in the metropolitan area and regional WA, Virtual Offices, outreach locations, and private lawyers across the State on our panels. We are funded by the State and Federal Governments, are governed by a Board of Commissioners, and we are accountable to the Western Australian Attorney General.

We are guided by our vision of providing equitable access to justice to support a fair and safe community, and we are driven by our values:

- Client centred
- Integrity
- Making a difference
- Innovation
- Respect

Scope of Duties

- Undertake analysis of corporate data and provides documentation and communication.
- Source, collate, compile, analyse and consolidate corporate data information to contribute to the delivery of internal and external reports.
- Assist in annual KPI target setting, end of year KPI preparation and audit.
- Assist in annual internal target setting for time and output.
- Undertake data and new system testing.
- Contribute to team planning and strategy development.
- Prepare and maintain corporate data documentation, including reports.
- Work collaboratively with stakeholders to understand issues and recommend solutions.
- Support strong working relationships with stakeholders to enable collaboration and influence outcomes.
- Respond to enquiries and escalate and redirect issues as required.
- Provide operational support to corporate data team to ensure outcomes are achieved.
- Other duties as required.

Selection Criteria

Only the criteria in bold must be addressed in applicant's written application and resume. These and the remaining selection criteria will be assessed through interview or alternative selection methods.

Essential

- **Strong conceptual, analytical and research skills, including the ability to deliver practical solutions to problems.**
- **Experience in preparing and presenting reporting to senior management and stakeholders.**
- **Good written, verbal, and interpersonal communication skills, and an ability to build and maintain effective relationships.**
- **Demonstrated ability to work autonomously and effectively as a member of a team.**

Desirable

- **Knowledge and demonstrated experience in use of reporting tools (Pivot table, Advanced Excel formulars, Power Query, Power BI, etc.)**

Essential core competencies

These are essential criteria for appointment to all Legal Aid WA positions. Refer to the [Core Competencies Matrix](#) on our website.

- Committed to the principles of social justice.
- Values people, partnership and teamwork.
- Willingness to learn and share knowledge with others.
- Outcome and service focused.

All appointments to Legal Aid Western Australia are subject to satisfactory National Police Certificate and 100 Point Identification Check.