

# Senior Business Analyst Position Description

<b>Reporting to:</b>	Head of Finance Operations	<b>Work location:</b>	Melbourne, VIC
<b>Department:</b>	Finance	<b>Budget holder:</b>	No
<b>Team:</b>	Finance Operations	<b>Direct reports:</b>	Nil

## Here you'll make a difference

*At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.*

The Business Analyst will play a critical role in the “define phase” of Save the Children’s Finance Management System (FMS) replacement, supporting the transition from Unit4 Business World to Oracle Fusion.

Working as a strategic partner to Finance and Technology, the Senior Business Analyst will drive the discovery and definition workstream end-to-end. The role will independently engage senior stakeholders, plan and run workshops/meetings, and drive alignment and decision-making to produce a high-quality set of agreed requirements and business case inputs.

The role will be responsible for documenting current-state processes, defining future-state requirements, supporting market engagement and tender evaluation for implementing partners, and contributing to a robust business case for investment approval for implementation of Oracle Fusion in 2027.

This role requires a strong mix of finance process expertise, system analysis capability, stakeholder engagements and structured documentation, ideally supported by experience with Oracle Fusion or similar enterprise ERP implementations.

## Here your skills will be valued

### Role requirements

- Owning and managing the discovery and definition plan (stakeholder map, interview/workshop schedule, artefacts, decision points, dependencies) and driving it to completion.
- Leading stakeholder engagement including 1:1 interviews, workshops and forums; chair meetings, document outcomes, and drive actions/decisions.
- Documenting current-state (“as-is”) finance and cross functional processes, including pain points, manual work arounds and control gaps
- Facilitating structured workshops with Finance and business SMEs to define future-state (“to-be”) requirements aligned to Oracle Fusion capabilities and SCA strategic objectives
- Providing options analysis and recommendations (process, controls, operating model, and system capability fit), including trade-offs and impacts.
- Proactively managing scope, priorities and requirement conflicts; escalating recommendations where required.
- Translating business needs into clear, prioritised functional and non-functional requirements
- Supporting the development of RFP documentation for marketing engagement with implementation partners
- Assisting with structured tender process for implementation partner, including vendor briefings, response evaluation, demonstrations and scoring
- Contributing to the development of a full business case, including cost estimates, benefits, risks, dependencies and implementation considerations

- Supporting preparation of investment approval materials for Executive and Board review
- Developing high-level change impact assessments and inputs to the change management approach
- Serving as the primary interface between internal SMEs (Finance, Tech, Data, Procurement, Pacific) and external advisors to ensure alignment and feasibility
- Creating and maintaining high-quality documentation and traceability between requirements, vendor response and business case assumptions

#### **Health, safety, security and risk management**

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied
- Lead and promote a culture of strong governance promoting employee health, safety and security and operational risk management
- Show leadership towards health and safety awareness and improvements

#### **Child protection and safeguarding requirements**

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

#### **All roles at Save the Children contribute to our impact for children.**

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

#### **Here you'll belong**

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It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

##### **Essential knowledge or experience**

- Demonstrated experience working as a Business Analyst on complex systems or transformation projects, ideally within finance or ERP environments
- Strong experience documenting business processes, requirements and functional specifications in a structured and practical way
- Strong collaboration and facilitation skills, with a proven ability to work effectively with senior Finance and business stakeholders
- Experience supporting RFP development, vendor selection and tender evaluation processes
- Experience contributing to or developing business cases and investment submissions
- Solid understanding of core Finance processes, such as general ledger, AP / AR, banking, assets, budgeting or reporting
- Strong analytical, problem-solving and written communication skills
- Ability to work independently in a project environment with multiple stakeholders and competing priorities
- Demonstrated interpersonal, analytical and documentation skills

**Desirable knowledge or experience**

- Experience working on Oracle Fusion implementations or similar tier-one ERP platforms
- Previous involvement in finance system replacements or major finance transformations
- Exposure to Pacific or international operations, multi-currency environments
- Knowledge/experience of API based integrations

**Required qualifications and/or accreditations**

- A bachelor's degree in business / IT or related field

**Additional Information**

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- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

**Driver's Licence:** Not required    **Travel:** Nil

**Working with Children Check:** Required    **Assets:** Laptop