

Position description

Position title	Business Analyst
Location	Brisbane
Status	7-month contract
Reporting to	General Manager Finance and Governance
Number of reports	Nil
Key focus areas	Business analysis and reporting
Salary package	Salary plus superannuation guarantee Salary to be negotiated with the successful applicant
Employment conditions	3 days part-time role, flexible working arrangements

UniSport Australia is the peak governing body of university sport in Australia

UniSport Australia (UniSport) is a member service organisation. We strive to promote and foster the importance of university sport as an integral part of university life at 41 member universities, who collectively represent more than one million students nationwide. Our primary focus is providing expertise and leadership in university sport. We aim to deliver and integrate national policy that enhances and facilitates opportunities for competitive participation in sport for students at a regional, national and international level. Furthermore, we also focus on providing a broad range of supplementary activities, advocacy and services for our members.

UniSport is committed to the principle of ongoing continual improvement and the spirit of doing one's best. As an employee of UniSport, you can expect to be part of a team that is dedicated to excellence and high performance, prides itself on operational best practice, promotes inclusion and respect for diversity and allows for flexible work arrangements that assist staff to balance family and work commitments.

UniSport has a program designed to assist staff with their positive health and wellbeing and is available to all staff who can engage at their required level. With staff located across the country, UniSport aims to gather all staff at its head office (Brisbane) at least two to three times a year.

Our Vision:	To build vibrant, sustainable and healthy communities
Our Mission:	UniSport will deliver exceptional sports, health, and wellbeing experiences to our universities, communities, and partners.
Our Principles:	Integrate and ensure the student perspective is considered in all programs Inclusion and diversity strategies and processes underpin all that we do across our administration, events and programs
Our Values:	Collaborative Respectful Committed Authentic Innovative.



About the role

The Business Analyst is one of three people within the Finance team. The Business Analyst works closely with the GM Finance & Governance to effectively deliver on UniSport's strategic objectives within the Finance area.

Key performance objectives

Management Reporting

- Maintain and update financial models (Excel) used for budgeting and forecasting purposes.
- Assist in the consolidation and analysis of budgets and forecasts.
- Assist with actual, budgeting, forecasting and variance analysis.
- Assist in the preparation of financial and non-financial reports for Management, Financial Committee & Board as required.

Business Analysis

- Liaise with stakeholders to gather and clarify business requirements.
- Provide support by collecting and documenting business requirements and assist in identifying gaps or issues in current processes.
- Business analysis including proposing and recommending solutions or improvements.
- Prepare cost-benefit analyses for proposed initiatives or process improvements.

Project Specific Reporting

- Maintain and update a project specific reporting tool using Power Automate, Microsoft Forms and Excel.
- Regular project performance reporting analysing trends over time.

Compliance and Internal Controls

- Assist with development/review/update in relation to accounting requirements, financial & audit policies, procedures and processes.
- Monitor compliance with internal training requirements e.g. cyber security and Workplace Health and Safety.

Other

- Other duties as required by the Finance and Administration team and/or the Chief Executive Officer.
- Note that this role may be required to undertake duties/requests that fall outside the scope of this position description.

Personal attributes

We are looking for a person who:

- Is a driven individual with the ability to work autonomously and achieve results
- Has excellent written and verbal communication
- Has good interpersonal skills
- Has good organisational skills with ability to juggle workloads, priorities tasks and meet deadlines
- Is collaborative, logical and proactive
- Is service focused
- Is flexible and adaptable
- Is reliable and trustworthy with ability to maintain confidentiality

Selection criteria

Applicants will be assessed against the following selection criteria. Applicants are strongly encouraged to address this criteria as a part of their application.

- Tertiary degree or experience in business analysis
- Analytical thinking and problem solving
- Strong written communication skills
- Highly proficient in Microsoft Excel
- Experience in extracting and transforming data
- Familiarity with Accounting Software (e.g. MYOB Advanced) and the Microsoft Power Platform (Power BI, Power Automate, Power Apps)

How to apply

1. Read the position description in full and learn more about [UniSport Australia](#) via our website
2. Prepare your application – applications must include:
 - a. A cover letter introducing yourself and providing a overview of your work experience
 - b. An outline stating how you meet the selection criteria (listed above)
 - c. CV/resume
 - d. The names of two referees (note we will not contact these referees without first consulting with you)
 - e. Statement of expected salary
3. Submit your application in a single PDF document to Camilla.Andren-Long@unisport.com.au

Application deadlines

- Applications open 18 June 2025
- Applications close 6 July 2025
- Position to start as soon as preferred applicant is available