



FINANCE PROJECT OFFICER
Position Number: 10679 - Level 5
ANSZCO: 221111

JOB DESCRIPTION FORM

THE ROLE

This role will support the DFES as the lead agency by managing and successfully delivering the Emergency Services Volunteer Fuel Card Scheme (Scheme) for life of the project.

This role will also be responsible for the successful delivery of assigned financial projects.

REPORTING RELATIONSHIPS

PORTFOLIO: Corporate Services
DIRECTORATE: Business Services
BRANCH: Financial Services

THIS ROLE REPORTS TO:

Role: FINANCIAL ACCOUNTANT – LEVEL 6

POSITIONS THAT REPORT TO THIS ROLE:

Role: NIL

ABOUT US

As Western Australia's leading hazard management agency, the Department of Fire and Emergency Services performs a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property.

Supported by an extensive network of volunteers and career workers, DFES works together with the community and government to prevent, prepare for, respond to and recover from a diverse range of emergencies.

SPECIFIC RESPONSIBILITIES

Employees are required to undertake all duties and responsibilities in accordance with the Department's Code of Conduct, Policies/Procedures and relevant legislation.

The successful applicant will be required to undertake the following activities (including, but not limited to):

Customer and Project Advisory Service

- Provides high quality, customer focused financial and business advisory services to all stakeholders in accordance with government and departmental policies and procedures.
- Manage all communications including response, action or escalation as necessary to manage perceived risk with the Emergency Services Volunteer Fuel Card Scheme (Scheme).
- Provide input for all Ministerial/parliamentary/Executive questions regarding the Scheme and other assigned financial projects being delivered.

Project Delivery

- Responsible for the annual application process for the Scheme, including assessment and administration of applications for the fuel cards.
- Create and distribute project communications including minutes of meetings, presentations, correspondence, reports, and any other communications required on the Scheme and assigned financial project work to stakeholders.
- Evaluate and review the outcomes of the Scheme and assigned financial projects and highlight issues which require addressing.
- Ensure that appropriate records and working papers are prepared and retained in the department's record management system.

Financial Reporting

- Take responsibility for analysis and evaluation of the Scheme and assigned financial project work in relation to Budget & all financial reporting including Royalties for Regions reporting and end of financial year reporting as required.
- Prepare financial status reports of the Scheme and assigned financial project work and highlight any urgent insights which need addressing by the department and stakeholders.

Other Duties

- Provide support to the Director Business Services.
- Perform other duties as required.

SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL

- 1) Tertiary qualification in Commerce or a related discipline.
- 2) Well-developed communication skills.
- 3) Experience in managing and financial reporting of small to medium projects
- 4) Demonstrated ability to establish and maintain effective working relationships with internal and external stakeholders
- 5) Highly-developed conceptual and analytical skills with the ability to solve problems of a complex nature

POSITION INFORMATION

LOCATION: 20 Stockton Bend Cockburn Central

SPECIAL CONDITIONS: The Department is an emergency services organisation and all employees may be required to work outside of normal business hours to assist with emergencies.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of this position.

Authorised and signed by:

DIRECTOR BUSINESS SERVICES

Name: Original on File

Signature:

Date:

MANAGER RECRUITMENT & PAYROLL SERVICES

Name: Original on File

Signature:

Date:

JDF REGISTRATION

This Job Description Form (JDF) was registered by

Name: Original on File

Signature:

Title:

Date: