Job Description Form

Pilbara Development Commission

26416003 Senior Finance Officer

**POSITION DETAILS**

Classification Level: Level 6

Award/Agreement: PSA 1992/PSGOGA 2014

Position Status: Permanent Full Time

Organisation Unit: Business Services

Physical Location: Level 2, 16 Parliament Place, West Perth

**REPORTING RELATIONSHIPS**

Responsible to:

26413000 Chief Executive Officer B4CEO

26413024 Business Manager Level 6

*THIS POSITION: 26416003 Senior Finance Officer Level 6*

Number of direct reports: Nil

**ABOUT THE COMMISSION**

The Pilbara Development Commission’s mission is to be the catalyst for development and growth in the Pilbara by coordinating and promoting economic and social development. We work to maximise prosperity and wellbeing for the region, and for Western Australia.

As a forward-thinking, progressive agency we continually invest in our most important asset; our people. They are highly qualified and motivated professionals who are fuelled by their passion for the region. They are the experts who are on the ground, brokering partnerships and being the catalysts for change. Our people are advocates for positive change in the region, and are committed to ensuring the next phase of the Pilbara’s journey builds upon the success of the last decade.

We are committed to achieving excellence in all we deliver. Our four core values are integrity, unite, care and impact. These underpin all our actions, decisions and behaviours, and promote a positive working environment and culture. These unifying values will be at the core of how we conduct ourselves and how we work together, with each other and with our partners.

**KEY WORK DESCRIPTION**

1. Partners with key stakeholders and provides high level financial advice, analysis and decision support to shape and facilitate the achievement of strategic outcomes.
2. Provides high level coordination of the Commission’s financial transaction services function.
3. Provides professional procurement advice to staff including in the development of business cases and procurement plans, tender documents, evaluation reports and contract management plans.

**WORK DESCRIPTION**

* Coordinate and undertake the development, monitoring and reporting of the Commission’s budget, cash flows and financial performance.
* Analyse, research and provide advice to key stakeholders and clients on financial plans, including RfR programs and report on financial activities in relation to the RfR fund.
* Provide regular reports to the Executive, including analysis of information and financial forecasting for recurrent and capital budgets, and identify opportunities for improved financial performance.
* Work collaboratively with senior management to ensure the Commission has sustainable budget strategies.
* Develop strategies to identify and manage risks to the Commission’s financial position.
* Provide advice and inform key internal and external stakeholders of risks and issues, and facilitate strategic decision making.
* Ensure the integrity of the Commission’s budget information in accordance with statutory requirements, including reconciliation of budget information and forward estimates, and compliance with Department of Treasury Strategic Information Management System (SIMS) reporting.
* Provide advice and information to Department of Treasury to support the Commission’s budget position.
* Coordinate and undertake the development and review of cabinet and other funding submissions, briefings, financial and budget reports, and State Budget Papers.
* Contribute to the development, implementation and review of financial policies, procedures and processes.
* Develop and maintain strong working relationships with key stakeholders to build sound financial business practice and gain an in-depth understanding of their business needs.
* Provides high level guidance and advice to support the activities of the Commission’s financial transaction services function.
* Lead accounts payable, accounts receivable, cash and debt management activities, allocate work and undertake quality assurance activities to ensure all revenue is brought into account and financial transactions are processed in accordance with statutory obligations.
* Ensure the effective delivery of customer focussed financial transaction services policy, processes and procedures
* Develop and manage all aspects of the procurement process in line with State Supply Commission policies including the development of contract specifications and contract documentation.
* Provides specialist advice and support in relation to a range of procurement and contract management related activities.
* Manages the maintenance of the procurement database.
* Prepares reports related to procurement and contract management matters
* Provides proactive and timely advice to staff in relation to procurement and contracting issues.
* Monitors and ensures compliance with Government and public sector policy and processes including conducting education and awareness raising.

**WORK RELATED REQUIREMENTS**

The occupant must be able to demonstrate, within the context of the position:

ESSENTIAL

1. Finance: Conducts financial analysis and leads budget management processes and procedures. Uses knowledge of financial modelling and forecasting on budget, financial and performance matters to identify trends, issues, risks and solutions. Applies legislation and accounting standards relevant to Government financial and procurement matters.
2. Leadership: Applies expertise and sets the direction for an activity and effectively obtains the buy-in of stakeholders. Embraces and implements change, and assists others to adapt to change.
3. Strategy: Accesses a range of sources and uses judgment to make evidence-based recommendations on complex issues.
4. Delivery: Identifies, manages and champions the delivery of technology that improves efficiency. Clarifies work objectives and takes responsibility for achieving outcomes within agreed timelines, on budget and according to plans; in line with legislation, policies, controls and delegations.
5. Communication and Engagement: Communicates clearly and confidently, selecting the most suitable medium and tailoring language and style appropriately. Collaborates with diverse stakeholder groups and maintains relationships with a network of key people.
6. Promoting an Accountable Culture: Shows a commitment to always providing excellent customer service, and identifies ways to tailor services to more effectively meet client needs.

DESIRABLE

1. Qualified: Tertiary qualification in accounting, finance or an equivalent discipline, and membership or eligibility for membership, of the Australian Society of Certified Practising Accountants or the Institute of Chartered Accountants.

**SPECIAL REQUIREMENTS/EQUIPMENT**

Flexibility to travel, including overnight stays, is a requirement of this role.

**CERTIFICATION**

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

CHIEF EXECUTIVE OFFICER

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| Signature: |  | Date: |  |  |

CERTIFICATION DATE: 06/10/2016