



**SECTION 1 – POSITION IDENTIFICATION**

<b>Title:</b>	<b>Senior Finance Analyst</b>
<b>Classification:</b>	<b>Level 7</b>
<b>Award:</b>	<b>Public Service and Government Officers General Agreement</b>

**SECTION 2 – REPORTING RELATIONSHIPS**

UNIT	UNIT MANAGER	CLASSIFICATION
	<b>Director General</b>	
↑		
<b>Division: Purchasing &amp; System Performance</b>	<b>Assistant Director General</b>	SAT Band 2
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<b>Directorate: Strategic Business Support</b>	<b>Director Strategic Business Support</b>	PSO Class 3
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<b>Section: Business Analysis</b>	<b>Manager, Business Services</b>	PSO Level 8
↑		
	<b>THIS POSITION</b>	

**Positions under direct supervision and control:**

<u>Position No</u>	<u>Title</u>	<u>Classification</u>
Nil	Nil	Nil

**SECTION 3 - KEY RESPONSIBILITIES**

- Analyse and prepare reports on the financial and budgetary performance of non- Health Services. The non-Health Services include divisions forming both the System Manager (DOH) and Support Services functions.
- Identify improvements to financial management and budgetary systems, processes and reporting, in consultation with stakeholders, and manage and/or contribute to implementation of improvements.

**SECTION 4 - STATEMENT OF DUTIES**

<b>TITLE</b> Senior Financial Analyst	<b>CLASSIFICATION</b> Level 7	<b>POSITION NO.</b> 00011862
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Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

**BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE**

<b>No.</b>	<b>Duties</b>	<b>Freq.</b>
1.	Undertakes and leads specialised analysis of the financial and budgetary performance of the non- Health Services in WA Health. This includes collating and analysing data, identifying trends and risks, and liaising with relevant staff at the non- Health Services.	D
2.	Assists in preparing reports relating to the financial and budgetary performance of WA Health as a whole. This includes collating and analysing data, and identifying trends and risks across the whole of WA Health.	D
3.	Undertakes and leads projects aimed at providing advice in relation to financial and budgetary performance matters. This includes: <ul style="list-style-type: none"> <li>▪ identifying improvements to financial management and budgetary systems, processes and reporting, in consultation with stakeholders; and managing and/or contributing to the implementation of those improvements</li> <li>▪ modelling and forecasting expenditure and revenue; and costing industrial awards, employment agreements and other WA Health initiatives.</li> </ul>	R
4.	Consults and engages with internal and external stakeholders, to support specific functions and project assignments in the Finance Directorate. This includes developing and maintaining effective working relationships with the Department of Treasury to ensure that all information and reporting requirements are met.	R
5.	Prepares papers, reports, briefing notes, ministerial advice and responses to correspondence (including Parliamentary Questions) relating to the financial and budgetary performance of the non-Health Services in WA Health.	R
6.	Shares knowledge and works in partnership with other areas in the Finance Directorate, to ensure consistency in advice and services provided.	R
7.	Reports progress on assigned projects, and applies project management principles to ensure that outcomes are achieved within set timeframes.	R
8.	Acts ethically, in accordance with the WA Health Code of Conduct, and actively fosters a work environment that values care, respect, excellence, integrity teamwork and leadership.	D
9.	Performs other duties as directed.	O

**Organisation Contacts:** Will the occupant of this position be required to communicate with positions outside the normal reporting lines? **YES.**

If yes, how frequent?

1. Internal to the Organisation... **R**
2. External to the Organisation... **O**

**Frequency:** D – Daily, W – Weekly, F – Fortnightly, R – Regularly, O – Occasionally, A – Annually

## SECTION 5 – SELECTION CRITERIA

<b>TITLE</b> Senior Financial Analyst	<b>CLASSIFICATION</b> Level 7	<b>POSITION NO.</b> 00011862
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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. Substantial experience in analysing and reporting financial and budgetary performance; applying forecasting and modelling techniques; and implementing performance improvement strategies.
2. Substantial contemporary knowledge of financial management processes, policy and legislation.
3. Excellent conceptual and analytical skills, with a proven ability to understand complex financial issues, and identify innovative solutions to them.
4. Excellent verbal and written communication skills, with a proven ability to present complex information clearly, concisely and effectively in discussions and written reports.
5. Excellent interpersonal skills, with a proven ability to develop and maintain productive working relationships and negotiate effectively with stakeholders at all levels.
6. Demonstrated ability to work effectively in a team environment.
7. Demonstrated experience in using software applications (such as Microsoft Excel) for complex data analysis and financial modelling.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### DESIRABLE

1. Tertiary qualifications in a financial or other relevant discipline.

### APPOINTMENT CRITERIA

Nil.

## SECTION 6 – APPOINTMENT FACTORS

- Successful 100 point Identification check.
- Successful Criminal Record Screening clearance.
- Successful Pre-Employment Integrity check.

<b>LOCATION</b> East Perth	<b>ACCOMMODATION</b> Nil
<b>ALLOWANCES</b> Nil	<b>SPECIALISED EQUIPMENT OPERATED</b> Nil

## SECTION 7 – CERTIFICATION

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

**BRANCH / DIVISION HEAD**

**DIRECTOR GENERAL**

**SIGNATURE**

**SIGNATURE**

**DATE:**

**DATE:**

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

<b>Name</b>	<b>Signature</b>	<b>Date Appointed</b>	<b>Date</b>