



Position Description

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| Position Title: | Manager Internal Budget | Classification Level: | 7 |
| Position Number: | 33857 | Reports to: | Assistant Director Budget, L8 |
| Directorate: | Service and Invest | Supervises: | 3 FTE |
| Branch/Section: | Financial Services / Budget | Location: | Perth Metropolitan Area |

Our Values

Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

Role Summary

The Manager Internal Budget coordinates the development and implementation of the budget framework and management accounting services in accordance with government policy, legislation, and accounting standards to support the Department of Housing and Works' (DHW) strategic needs. This position also proactively engages with the DHW's business units in providing financial analysis and specialist advice in relation to budgeting and resource allocation.

Responsibilities

- Assist in the management and control of the Budget Branch.
- Responsible for the creation, tracking and maintenance of Departmental internal budgetary and cash management information.
- Coordinate and review complex financial assessments, variance analysis, forecast analysis and investigations to help in developing budgets.
- Develop, manage, monitor and report both operational and turnover budgets, including annual budget build, recashflowing and updates to forward estimates.
- Oversee the integrity, accuracy and consistency of financial information within internal budgeting and reporting systems.
- Maintain oversight of funding allocations, cashflow schedules and funding drawdowns, ensuring alignment with government priorities and approved financial frameworks.
- Annual financial reporting in accordance with the Australian Accounting Standards, *Financial Management Act 2006* and Treasurer's Instructions.
- Provide expert professional and policy advice at all levels on budget submissions and project analysis.
- Liaise extensively with stakeholders to ensure that effective management information and financial analysis services are being provided.



- Coordinate with business units the development of DHW's internal budget in line with internal deadlines.
- Demonstrate the values in all interactions to contribute towards a values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Leading Others.
- Perform other duties as required.

Essential Requirements

- Substantial experience in management accounting, internal budget development and applied knowledge of the Government budget framework.
- Highly developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

Desirable Requirements

- Knowledge of the *Financial Management Act 2006*, Regulations and Treasurer's Instructions.
- Tertiary qualifications in a relevant discipline.
- Eligibility for membership to a recognised accounting association.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the **Leading Others** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment Requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.



Certification

Verified by: L Oversby, HR Consultant, January 2026

Classification Evaluation Date: December 2025