

JOB ROLE STATEMENT

PROJECT FINANCE BUSINESS PARTNER LEVEL 5

DIRECTORATE FINANCE AND COMMERCIAL SERVICES
BRANCH PROGRAM MANAGEMENT OFFICE (PMO) *POSITION NO* VARIOUS

KEY RESPONSIBILITIES

Provide a Business Partnering and support role to Directorates in Project Accounting practice to improve project financial management outcomes and reporting. Provide specialist support in providing critical financial information on Main Roads projects for informed decision making.

KEY DELIVERIES

Project Accounting Business Partner

- Provide specialist support to the Project Community in the use of Main Roads' Project Accounting practice to ensure improvement in project financial management including cost control, accruals for value of work performed, project budgeting, project financial forecasting and reporting in accordance with the monthly Corporate Financial Performance Reporting Cycle.
- Provide specialist advice to the project community and PMO and recommend ways of accomplishing best possible project financial outcomes on the basis of identified trends and data.
- Identify financial data and information integrity issues and work with relevant stakeholders on a resolution.
- Perform financial analysis and provide project 'health' check reviews.
- Analyse and interpret project financial and statistical data, and present the insights for management decisions.
- Monitor and review project financial information and performance measures for reliable analysis and reporting.
- Identify and report trends by conducting project expenditure reviews and data validation analytics.
- Prepare reporting for management.

Capability Development and Implementation

- Co-ordinate data captures of key programmes and project trends to improve project financial controls.
- Identify and implement improvements in project financial metrics and reporting process.
- Collaborate with project managers in the achievement of a good project financial management endeavour and promote the importance of accurate and timely data for making informed project decisions.
- Provide specialist support in building project financial-forecasting capability through continued improvement of the enterprise-forecasting model and integration with existing systems.

Reporting Systems and Processes

- Develop and implement report methodology, systems, procedures and tools for which a minimum must cover, trend identification, project financial information including variation reporting, project schedule analysis including variations, reporting of earned value data and overall project health indicators, project stage gating performance and adhoc reporting analysis.
- Contribute to the development, maintenance and improvement of the Enterprise Project Management (EPM) reporting system.
- Develop and implement adhoc reporting queries through EPM reporting tool suite to improve the baseline reporting packages and provide greater improvement in information collection and distribution.
- Maintain project financial reporting standards and integrate project financial reporting into project portfolio reporting.
- Provide specialist support to the project management community regarding project budgeting, cost control, forecasting and financial performance reporting.

Leadership and Management

- Provide a leadership role to the Project Community by communicating the advantages of good project accounting practice endeavours to Main Roads.
- Keep abreast of the contemporary developments in project financial management practice and recommend suitable practices for consideration and application in Main Roads.
- Contribute to the development and implementation of the Branch Business Plan.

Stakeholder Relationships

- Provide a Business Partnering approach in interacting with Directorates and an effective interface for collaboration with Management Accounting, Budget and Program Management and other Directorate Program Management areas.
- Build and maintain professional and collaborative working relationships with the Main Roads' project community.
- Participate as a member of relevant internal working parties in order to represent the EPM reporting functionality and continued improvement.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL	POSITION NO
PROJECT FINANCE BUSINESS PARTNERING MANAGER	LEVEL 7
	P0062452

PROJECT FINANCE BUSINESS PARTNER LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	
		TOTAL	_____

SELECTION CRITERIA - SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

- Considerable skill, knowledge and experience in:
 - developing project financial reports for senior management in a large infrastructure delivery organisation
 - project accounting, including financial management, accrual accounting for contracts, forecasting and financial analysis
 - data management and analytical evaluation at project and program management level
 - developing and facilitating the use of financial reporting methodologies, systems, procedures
 - building and enhancing stakeholder relationships
- Knowledge of:
 - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity
- Possession of a current Western Australian 'C' or 'C-A' Class (car) motor vehicle drivers' licence or an approved equivalent.

DESIRABLE:

- A Diploma in Accounting.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE DATE

.....

BRANCH/SECTION HEAD

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

SIGNATURE DATE

.....

EXECUTIVE DIRECTOR FINANCE AND COMMERCIAL SERVICES

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE DATE
.....
EXECUTIVE DIRECTOR HUMAN RESOURCES