



## **Executive Director Finance - Class 1 (MIS22214)**

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<b>Group:</b>	<i>Corporate Services and Transformation</i>	<b>Location:</b>	<i>East Perth - Mineral House</i>
<b>Division/Directorate:</b>	<i>Finance</i>	<b>Supervises:</b>	<i>4</i>
<b>Branch:</b>	<i>Finance</i>	<b>Reports to:</b>	<i>Deputy Director General</i>
<b>Section:</b>	<i>NA</i>		

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### **Operational Context**

The Finance Directorate supports the Department to achieve its strategic and operational objectives by partnering with each portfolio to provide best practice financial planning, analysis, management, accounting services, procurement and contract management. The Directorate provides strategic advice, guidance and reporting, to support informed decision making and the achievement of the corporate and Government objectives.

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### **Role Overview**

The Executive Director leads and directs the operations of the Financial Services Directorate, provides high level strategic and technical financial advice to the Director General and the Corporate Executive on financial, accounting and procurement matters and acts as Chief Finance Officer for the Department in accordance with Section 57 of the Financial Management Act 2006. This position leads the strategic financial, accounting, and procurement planning and reporting, the development of strategic initiatives and is responsible for planning the Department's budget and the preparation and negotiation of corporate budget submissions.

### **Building Leadership Impact as an Executive Leader**

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles. Leadership in this position is about shaping complex initiatives covering multiple business areas as well as having a key responsibility in corporate governance.

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### **Role Responsibilities**

The following outlines the key responsibilities and duties related to this position:

- Provides strategic leadership and manages the Financial Services Directorate including financial and human resources in accordance with Departmental and Government legislation, frameworks, policies, procedures and processes.
- Leads the review, development and implementation of appropriate financial management policies and procedures that enable efficiencies and ensures the financial statutory, legislative and policy obligations and audit requirements are met for the Department.
- Provides strategic direction for the Department, through the development and coordination of financial planning and financial management strategies, which includes the development of costing models and Business Intelligence reporting applications to inform business planning.
- Manages the preparation and negotiation of budget submissions, review of fees and charges, development of strategic initiatives and planning of the Department's budget.
- Supports the department to achieve its strategic and operational objectives through the development and implementation of short term and long-term financial business plans and develops strategic options for the future financial management and capability of the Department.
- Develops and implements Directorate plans in accordance with the Department's Strategic Plan and workforce plan to ensure availability of appropriate levels of skills expertise and capabilities.
- Contributes to reform initiatives within the department and promotes within the Directorate a culture of continuous improvement and collaboration.
- Builds relationships with operational groups and develops financial management skills within the department.

- Undertakes the functions of Chief Finance Officer for the Department as prescribed in the Financial Management Act 2006.
- Provides high level strategic and technical financial advice to the Director General and the Executive.
- Represents the Department at a senior level on committees, working groups, or at other forums.
- Participates as a member of the Department's Executive Leadership Group.

### **Corporate Responsibilities**

The following outlines departmental responsibilities:

- Acts ethically and supports others to do the same, in line with the departments Values and the Code of Conduct.
- Takes reasonable care to protect your own safety, health and wellbeing at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
- Performs other duties as directed.

### **Role Specific Requirements**

The following outlines what experience and qualifications are required to undertake this role:

- Demonstrated high level experience in managing and delivering strategic financial management and a broad range of Finance services preferably in a large Government agency and ensuring compliance with the Financial Management Act 2006 and other relevant legislation.
- Demonstrated extensive experience in managing and delivering financial planning, budget management and accounting services in a medium to large complex environment.
- Demonstrated strategic leadership and management experience to enable the achievements of agreed performance outcomes, including building and maintaining a high level of professional standards within an environment that requires automated and innovative solutions to meet business needs.
- Demonstrated superior stakeholder management communication skills with strong negotiation and consultation experience.
- A tertiary qualification in finance, commerce, business or equivalent and membership of CPA Australia, Institute of Chartered Accountants in Australia, the National Institute of Accountants or an appropriate recognised overseas accounting body.

### **Expected Leadership Behaviours**

While it is expected that the occupant will demonstrate all leadership behaviours of an [Executive Leader](#), the following outlines those that are required to undertake this role:

- **Lead Collectively** - You proactively shape strategy to align with the collective needs of the agency and sector, balancing delivery of tactical short term requirements with creating value in the medium term.
- **Think Through Complexity** - You foresee the consequences and risks of your decisions even when they may only be evident in the medium term or are external to your business areas.
- **Dynamically Sense The Environment** - You proactively build your networks to deliver value for your business areas and the agency.
- **Deliver on High Leverage Areas** - You understand and recognise how the strategies and decisions in your business areas support the strategic direction of the agency.
- **Build Capability** - You develop the future capability requirements of your business areas and ensure you contribute to developing a diverse talent pipeline in the agency.
- **Embody The Spirit of Public Service** - You embody the spirit of public service by displaying empathy and compassion, integrity and humility.
- **Lead Adaptively** - You are continually learning and adapting your personal style and approach to be effective in new and challenging contexts and positions.

### **This position reports to:**

Deputy Director General

Position No: MIS23035

Classification: BAND3

### **Positions reporting to this Role:**

Business and Administration Officer - (MIS20143)	L3
General Manager Finance Partnering and Analytics - (MIS24312)	L8
General Manager Financial Reporting and Operations - (MIS25007)	L8
General Manager Procurement and Contracts - (MIS25005)	L8

**Position Conditions:**

The following outlines pre-employment assessments and ongoing conditions and requirements:

- High integrity required for conflicts of interest
- Nationally Coordinated Criminal History Check
- Potential exposure to traumatic events and/or distressing materials

**Approved Date**

19-MAR-2026