

# Job Description Form (JDF)

## Position details

Position title:	Senior Finance Business Partner
Position number:	70230475, 70230478, 70230482, 70230486, 70230488, 70230491 and 70230499
Classification:	Level 6
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Corporate Services
Directorate:	Finance
Branch:	Business Partnering and Reporting

## Reporting relationships

Reports to:	Principal Finance Business Partner, Level 7
Direct reports:	Nil

## Role summary

The Senior Finance Business Partner provides high-level financial management services that support effective decision-making across the Department. This includes responsibility for delivering expert advice on budgeting, forecasting, financial analysis, reporting, and other key financial management activities.

The role works closely with designated business units to develop a deep understanding of their operations, providing insights, guidance, and proactive financial solutions that enable strong performance and resource management. The Senior Finance Business Partner also contributes to building financial capability within business areas and supports a culture of collaboration and continuous improvement.

In addition, the role plays a key part in supporting the Department's budget strategy and planning processes, including the annual budget estimates cycle, ensuring alignment with organisational priorities and compliance with financial governance requirements.

## About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries

## Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

## Key responsibilities

### Strategic Contribution and Influence

- Contribute as a senior member of the Finance team to the Department's governance, business direction, and achievement of financial and strategic goals.
- Provide expert financial advice and guidance that supports informed, accountable, and transparent decision making across the Department.
- Model ethical behaviour and integrity, fostering a collaborative, customer focused,

and solutions-oriented culture.

- Drive continuous improvement by identifying opportunities to enhance financial processes, systems, and reporting frameworks.

### **Business Partnership**

- Operate as a trusted business partner, delivering specialist financial analysis, reporting, and advice to enable sound decision making and effective resource allocation.
- Provide proactive, value adding insights by monitoring performance against budgets, analysing variances, and recommending corrective actions.
- Deliver timely, accurate, and relevant financial reporting, including monthly management reports, external reporting, KPIs, balance sheet analysis, and cashflow performance.
- Support the financial oversight of externally funded projects, including preparation of budgets, forecasts, and financial performance monitoring.
- Contribute to the Department's Annual Financial Statements and the Financial Performance Reporting Framework.

### **Budgeting and Resource Allocation**

- Support the Department's budget strategy program and budget estimates cycle, contributing to policies, processes, and guidelines to improve financial planning.
- Assist with the preparation of budget submissions, allocations, and funding requests, ensuring alignment with departmental priorities.
- Coordinate, prepare, and review submissions for the Mid-Year Review and annual State Government budget process.
- Provide advice and recommendations on internal budget allocations, assessing assumptions, resource requirements, and financial impacts.
- Contribute to the Royalties for Regions (RfR) budget program, including analysis, forecasting, and reporting.
- Support the business in developing key performance indicators that link financial and operational performance.
- Participates in incident and emergency management activities commensurate with capability, capacity, training and level of experience.
- Other duties as required.

## Work related requirements

In the context of the role:

### Essential criteria:

#### Role specific

1. Proven experience in budgeting, forecasting, analysis, and reporting to inform strategic decision-making and enables effective resource allocation.
2. Strong understanding of financial legislation frameworks to ensure compliance and support robust governance.
3. Advanced proficiency in ERP systems and data tools to provide accurate and timely reporting, providing insights that drive performance and improvement.

#### Core capabilities

4. *Build effective relationships:* Highly developed interpersonal and stakeholder engagement skills, with the ability to influence, negotiate, and collaborate with diverse stakeholders to deliver financial solutions and build organisational capability.
5. *Challenge for innovation:* Ability to identify and implement improvements in financial processes, systems, and reporting for greater efficiency and effectiveness.
6. *Think strategically:* Highly developed research, analytical and problem solving skills and demonstrated understanding of the principles of risk management relating to procurement and contract management.
7. *Deliver in a changing environment:* Experience in developing budgets and preparing estimate submissions that align resources with organisational priorities
8. *Lead and empower others:* Excellent written and verbal skills to clearly present financial information to a variety of audiences

### Desirable criteria:

1. Possession of a relevant tertiary qualification in Business, Commerce, Finance or a related discipline, and full professional membership (or eligibility for membership) of a recognised accounting body.

### Special requirements/equipment

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- Occasional travel to and from metropolitan and regional offices may be required.
- The contract of employment specifies terms and conditions relating to this position.
- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.

## Certification

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

## Delegated authority

Position title: Managing Director Corporate Services

Endorsement Date: 5 November 2025