



Job Description Form

Position Details

Position Title: Senior Finance Officer	Position Number: BGPA3160560	Level: 4
Division: Corporate and Commercial Services	Branch: Finance	Section:
Employment Agreement: PSA 1992 / PSCA 2024	Location: Kings Park and Botanic Garden	Effective Date: 30 March 2026

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



Integrity
Commitment to knowing and doing what is right



Collaboration
Commitment to team, partnership and the support of others



Accountability
Commitment to being transparent, taking ownership and personal responsibility



Respect
Commitment to the respect of people, culture and place



Excellence
Commitment to quality, innovation and continuous improvement

Reporting Relationships

Position Title Finance Manager	Level/Grade 6	⇐	Position title Finance Officer Finance Officer Finance Officer Finance Officer	Level L3 L3 L3 L3
↑				
Responsible to				
This position				
↑				

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		

About the Role

As a senior team member, this role provides leadership and support to the Corporate and Commercial Services team to achieve:

- Compliance with all relevant policy and procedures including State Government requirements and legislative obligations.
- Accurate and timely reconciliation, monitoring and processing of financial transactions, with a focus on providing financial support to all Directorates.
- Best practice through continuous improvement, minimisation of risk and organisational awareness of finance requirements.

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Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

Responsibilities

OPERATIONAL

1. Oversees accounts payable, accounts receivable and the general ledger in compliance with the Authority's policy and processes, State Government and legislative obligations.
2. Coordinates end-of-month financial processes and reconciliations.
3. Responsible for accuracy of financial transactions and returns including journal transfers, Australian Taxation Office requirements (including FBT returns), and other statutory returns.
4. Undertakes research to identify variances between budget and actuals and analyses financial data to identify any issues.
5. Assists with maintaining and updating the chart of accounts in the Financial Management Information System.
6. Assists with the preparation of financial reports for the Corporate Executive, Board of Management and other management reports as required.
7. Assists in the preparation of the quarterly whole of Government reporting to Treasury via the Strategic Information Management System (SIMS).
8. Assists in the preparation of the annual financial statements and the completion of working papers.
9. Provides advice and assistance to internal and external auditors.
10. Provides support to the Finance Business Partner during the annual budget cycle, including preparation of funding submissions and the compilation of information for inclusion in the budget statements.
11. Contributes to the development, documentation and updating of accounting policies and procedures.
12. Actively contributes to a successful and productive team that is outcome focussed and aligned to corporate goals.
13. Provides practical support and advice to operational areas in relation to their budgeting and finance activities ensuring a quality customer service is provided at all times.

GENERAL

15. Actively contributes to improving teamwork within the Authority.
16. Participates in the Performance Enhancement and Training program.
17. Operates in accordance with BGPA's policies and relevant legislation including Occupational Health Safety and Equal Employment Opportunity.
18. Undertakes other duties as directed.

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Selection Criteria

Applicants should address the following three criteria. These should be addressed in no more than two pages in total.

1. Demonstrated experience in financial administration, including monitoring and processing financial transactions such as accounts payable, accounts receivable, general ledger reconciliations and end-of-month accrual accounting procedures, preferably within a government environment.
2. Demonstrated analytical and problem-solving skills, with the ability to investigate financial discrepancies, interpret financial information and provide accurate advice to stakeholders.
3. Well-developed communication and interpersonal skills, including the ability to provide procedural guidance, build positive working relationships and deliver customer-focused financial services.

The following essential criteria will be assessed at some stage during the selection process.


4. Good knowledge of financial policies, procedures and legislation, with the ability to apply internal controls and maintain accurate financial documentation.
5. Demonstrated proficiency in the use of Microsoft Office including Excel for data analysis, reporting and spreadsheet management and demonstrated ability in the use of computerised financial management information systems.

Behaviour Expectations [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviours for this role: [Leading Others](#).

Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1.0
National Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department's guidelines on National Police checks .	
Current WA Driver's Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/	
Allowance and Special Conditions <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)	

Certification

Verified by: Recruitment and Establishment Section
 Registered JDF
 30 March 2026