



Budget Support Officer

Branch:	Budget Management
Directorate:	Finance and Procurement Services
Position Number:	00028165
Classification:	Level 4
Physical Location:	Perth (William Street)
Award/Agreement:	Public Service Award & Public Sector CSA Agreement 2024

Our purpose: Empowering a thriving community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



COLLABORATION

Working **together**,
we get things done.



WELLBEING

Looking after **ourselves**
and supporting **others**.



ADAPTABILITY

Always open to
possibilities.



ACCOUNTABILITY

Taking ownership,
we **deliver**.

Overview of the directorate

The Finance and Procurement Services Directorate provides the Department of Transport (DoT) with:

- Forward-looking analysis of Department of Transport priorities and opportunities to promote investment decision-making which is in the public interest.
- Coordinated corporate resource allocation and financial performance, management of the budget process and key linkages with Department of Treasury, financial and risk evaluation of resource proposals and positioning of Transport's balance sheet, operating costs and cost recovery framework.
- Strategic coordination of procurement, fleet, lease management services and related policy advice.
- The financial governance framework of Transport, administration of financial accounting systems and information including processing of transactions, asset accounting, development accounting policy and process, assessment of indirect tax compliance and production of external financial reports.

Overall purpose of the role

The Budget Support Officer:

- Assist with and undertakes analytical and administrative support to the Budget Management Branch.
- Assists in the development, enhancement and maintenance of the budgeting systems and processes
- Undertakes research, investigations, special projects and data collection activities to support informed decision making within the Branch.
- Assists in the development and evaluation of the Department's strategic budgetary and resourcing plans and submissions.
- Assists in the allocation, monitoring and reporting of the Department's recurrent and capital budgets.
- Provides assistance for the controlling and recording of budget allocations as part of both the published and internal budget processes

Work description

- Provides support services to the Director and Budget Management Team with respect to budget maintenance, financial reporting and full year forecasting for the Department.
- Assists in preparing the annual Departmental published and internal budgets in consultation with the Budget Management Director and Divisional finance managers.
- As directed ensures correct allocation of revenue and expenses against the appropriate divisions, business units and directorates.
- Assists in preparing monthly performance reports for Management, including capital project budgets and reporting.
- Assists in the maintenance and reconciliation of DTMI's financial and budget management systems and Treasury's financial systems.
- Assists in preparing, costing and reviewing detailed submissions and briefing notes in relation to the Department resource requirements and budgeting guidelines
- Assists in the investigative analysis of actual performance against revenue and expenditure budget allocations, and preparation of budget performance reports for senior management.
- Builds productive communication and working relationships in order to deliver an effective and responsive business support service to the Director, Budget Management team, and other internal and external stakeholders.
- Undertakes additional responsibility as and when required.

Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria:

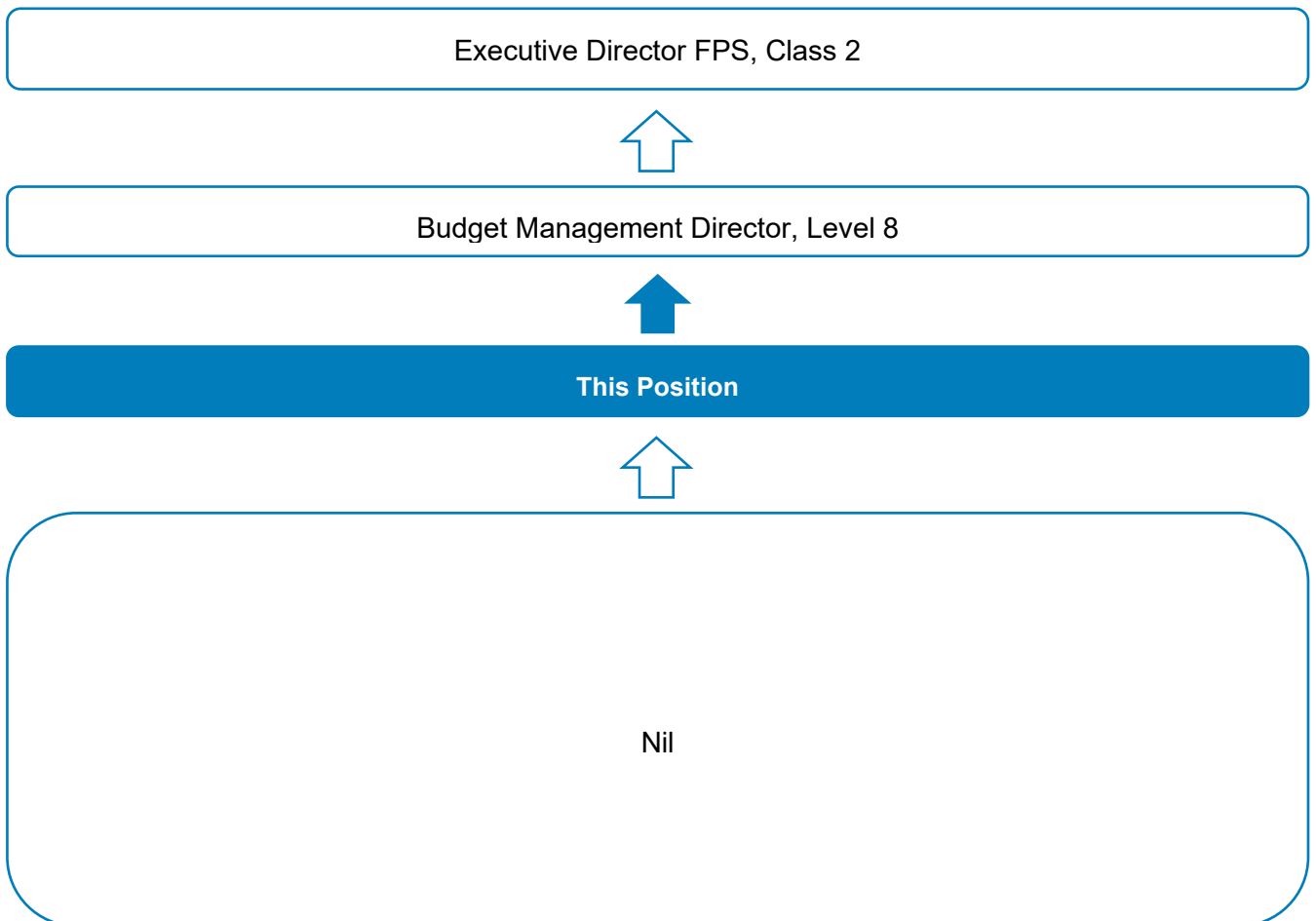
Essential:

1. Competent analytical, research and problem-solving skills.
2. Demonstrated knowledge in accounting standards, financial management, including budgeting and reporting.
3. Proven ability to plan, prioritise and organise workloads to meet tight deadlines in a pressure environment with competing demands.
4. The ability to work in a team environment and contribute positively to the achievement of team goals.
5. Well-developed verbal and interpersonal communication skills, including the ability to liaise and relate effectively to stakeholders at all levels and in a variety of contexts.

Desirable:

1. Possession of a relevant tertiary qualification and /or e or progress towards a tertiary qualification in accounting or an associated discipline.

Reporting relationships



Allowances/Special conditions

1. A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.

Certification

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

Chief People Officer
People and Culture