

## JOB DESCRIPTION

### Manager Financial Operations

<b>Level:</b>	Level 7
<b>Position Number:</b>	40001052
<b>Location:</b>	Geraldton
<b>FTE:</b>	1.00
<b>Division:</b>	Capability & Client Services
<b>Branch:</b>	Finance
<b>Agreement:</b>	Public Sector CSA Agreement 2024 (and subsequent agreement/s)
<b>Award:</b>	Government Officers' Salaries Allowances and Conditions Award 1989

### ABOUT THIS POSITION

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The Manager Financial Operations leads the College's financial operations and is responsible for the integrity, accuracy and timeliness of financial management, accounting and reporting. Reporting to the Chief Finance Officer, the role ensures effective financial controls, compliance with relevant legislation and policy, and the delivery of efficient financial services across the College. The position provides operational financial leadership and advice to support sound financial management and organisational performance.

### POSITION'S RELATIONSHIPS

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#### THIS POSITION REPORTS TO:

Chief Finance Officer	Geraldton	Level 8
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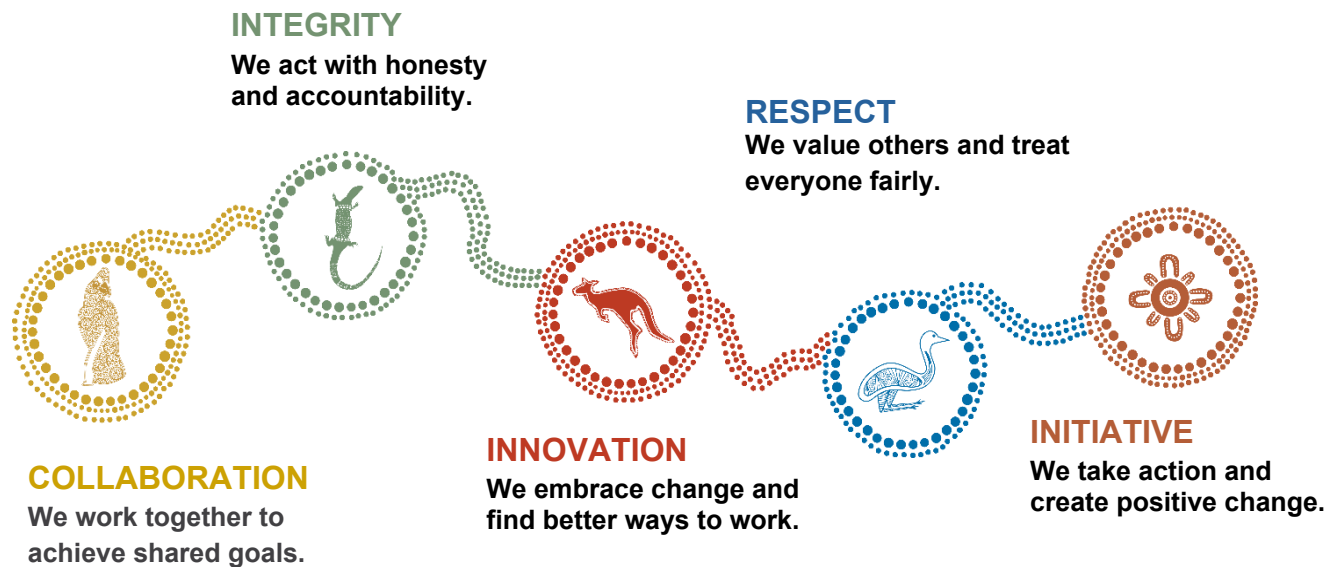
#### OTHER POSITIONS REPORTING TO ABOVE POSITION:

Nil

#### OFFICERS UNDER DIRECT RESPONSIBILITY:

Senior Accountant	Geraldton	Level 5
Coordinator Finance	Geraldton	Level 4

## OUR VALUES



## KEY ROLE INFORMATION

### KEY RESPONSIBILITIES OF THE POSITION:

#### Financial Management

- Leads the preparation and integrity of statutory financial statements, management reporting and whole-of-government financial reporting in accordance with relevant legislation, Treasurer's Instructions and accounting standards.
- Oversees the College's financial control framework, ensuring effective internal controls, risk management and compliance with financial policies, procedures and delegations.
- Coordinates internal and external audit processes and ensures timely resolution of audit findings.
- Provides financial advice and operational support to managers to strengthen financial management, compliance and accountability across the College.
- Supports the Chief Finance Officer (CFO) in meeting statutory financial management obligations and represents the College in financial forums as delegated.

#### Leadership and Capability Development

- Provides leadership and direction to the Finance team to ensure delivery of accurate, compliant and high-quality financial services.
- Builds financial capability across the organisation by partnering with managers to improve financial literacy, budget accountability and financial risk awareness.
- Fosters collaborative working relationships with internal stakeholders and promotes a culture of integrity, transparency and continuous improvement in financial management practices.

## Budgeting, Treasury and Financial Performance

- Leads the development and coordination of the College's annual budget and forward estimates process.
- Monitors and analyses financial performance, providing reporting and advice to support decision-making and organisational performance.
- Oversees treasury-related budgeting processes and the effective operation and integrity of financial management information systems.

## SELECTION CRITERIA

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The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position, within the context Leading Others and the ability to demonstrate and apply the expected leadership behaviours.

### ESSENTIAL:

- A qualified accountant with current membership of either CPA Australia, the Chartered Accountants in Australia, the Institute of Public Accounts or appropriate membership of an overseas accounting body.
- Demonstrated experience in the preparation of statutory financial statements for a government agency as well as experience providing regular and meaningful financial reporting.
- Strong experience analysing financial and non-financial information to support operational decision-making.
- Demonstrated experience to manage financial reporting processes, internal controls and audit coordination.
- Proven ability to lead financial governance, internal controls and audit processes. Demonstrated ability to work with managers to improve financial processes and operational financial management, and to provide practical financial advice that supports effective budgeting, reporting and compliance.

### DESIRABLE:

- Experience in WA State Government financial management.
- Experience managing Financial Management Information Systems (FMIS).
- Experience supervising or mentoring accounting staff.

## OTHER REQUIREMENTS

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- May be required to work from any College campus.
- Possession of a C or C-A Class Driver's Licence.
- A successful criminal record screening clearance (Nationally Coordinated Criminal History Check – Department of Education).

## CERTIFICATION

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The details contained in the document are an accurate statement of the position's responsibilities and requirements.



Ema Fifita  
A/Managing Director

18 March 2026

## LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

### THE LEADERSHIP CONTEXT FOR THIS ROLE IS: LEADING OTHERS

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Executive Leader for this position.

<b>Lead collectively</b>	You coach those you lead and influence to align their practices and understand how their contributions add value. You consider the impact of the decisions you make on those you lead and those in your business area.
<b>Think through complexity</b>	You are up for the challenge of solving problems without obvious solutions. You apply your knowledge and expertise to understand problems from parallel perspectives, so you identify fit for purpose solutions.
<b>Dynamically sense the environment</b>	You intervene early when issues arise and take decisive action once the most viable solutions are identified. You approach problems systematically, seeking to understand and solve the root cause of problems.
<b>Deliver on high leverage areas</b>	You delegate work appropriately, supporting and coaching your leaders to achieve outstanding results. You drive excellent performance in your teams, setting clear role and performance expectations, and ensuring a shared understanding.
<b>Build capability</b>	You acknowledge the current capability in the various teams, identify gaps and actively work to resolve them. You identify talent, enabling development opportunities and engaging in strategies that support talent retention in the College.
<b>Embody the spirit of public service</b>	You deliver outstanding results while maintaining an ethical and professional reputation for yourself and your agency. You instil a culture of compliance with legislative and corporate requirements, encouraging vigilance from your leaders and teams.
<b>Lead adaptively</b>	You lead adaptively by proactively seeking learning opportunities to extend the knowledge, skills and expertise that support your current and future development needs. You take responsibility and accountability for your own development pathways.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.