



# Senior Finance Officer

**Branch:** IT Governance and Assurance  
**Directorate:** Business Information Systems  
**Position Number:** 00027201  
**Classification:** Level 5  
**Physical Location:** Innaloo  
**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

Business Information Systems (BIS) manages the Information Technology functions, Information Management services and Information Communication and Technology (ICT) operating model and governance for DTMI.

Our vision is to be a valued business partner to enable DTMI to achieve its vision.

Our purpose is to support our clients' capability by providing tools that enable them to excel, secure environments to translate data to knowledge and expert technology advice to meet DTMI's vision.

Our strategic objectives:

1. Enable DTMI Customers.
2. Meet legislative and compliance requirements.

3. Make our applications enable our people.
4. Provide effective, efficient and reliable IT services.

We value our corporate partners and strive for excellence in service delivery.

## Overall purpose of the role

- The position is responsible for the provision of high quality customer focused financial, business advisory and accounting services to the BIS Directorate.
- Analyses and prepares information on the financial position of various accounts, fund and capital programs managed by the BIS.

## Work description

### FINANCIAL

- Provides financial advice and operational support to the Chief Information Officer, Business Information Systems, Directors and Managers.
- Assists in the preparation, maintenance and management of BIS recurrent and capital budgets.
- Coordinates and reviews monthly, quarterly and annual financial reports for all of BIS recurrent, capital works and external funds.
- Undertakes detailed variance analysis of budget versus actuals and prepares reports in accordance with governance requirements.
- Assists in the maintenance and ongoing development of the BIS cost model, including oversight of software user lists, monitoring cloud environment consumption and supporting the allocation and reporting of cloud support expenses.

### BUSINESS ADVISORY SERVICES

- Provides advice to Directors, Managers and staff on accounting policies and procedures and compliance requirements.
- Provides advice and assists Directors and Managers in relation to revenue and expenditure estimates, cash flow projections, capital works forecasting, funding sources and fees and charges.
- Supports the preparation of forecasts, mid-year reviews and full-year recurrent forecasts, including templates and financial system updates.
- Provides financial support to project and program managers, including advice on forecast outturns, cost allocation, capitalisation and financial requirements.
- Contributes to the identification and assessment of financial risks, cost pressures and income opportunities.

**ACCOUNTING**

- Liaises with Corporate Finance on matters relating the Business Unit's financial management and performance.
- Prepares and reviews accounting transactions and reconciliations, including journals, IDAs, accruals and other ledger entries, ensuring accuracy and compliance with accounting standards and internal controls.
- Monitors expenditure and revenue actuals, Capital Works Program and financial performance, preparing forecasts, variance analysis, reconciliations and capitalisation report as required.

**POLICIES, PROJECTS, INNOVATION AND IMPROVEMENT**

- Contributes to initiatives to improve BIS financial management, governance and operational performance, including cost allocation model and capitalization practices.
- Supports the implementation of financial policies, procedures and system improvements and provides operational guidance to staff as required.

**OTHER**

- Performs other duties as directed.

**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. Financial management experience and skills including the ability to monitor and report on complex budget and other financial issues.
2. Experience and skills in using financial systems including the ability to consult and provide high level financial advice to management and stakeholders.
3. Well-developed communication and interpersonal skills with the ability to liaise and consult with a range of stakeholders in various contexts.
4. Organisational and planning skills.
5. Conceptual and analytical skills with the ability to provide solutions to complex problems.
6. Ability to work in an autonomous manner and within a team environment.

### DESIRABLE:

1. A tertiary qualification in Accounting/Business.

## Reporting relationships

Director IT Governance and Assurance, Level 8



Senior Financial Analyst, Level 6



**This Position**



Nil

## **Allowances/Special conditions**

1. A current national police clearance certificate incorporating criminal and traffic convictions 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**