



Finance Officer

Branch: IT Governance and Assurance
Directorate: Business Information Systems
Position Number: 00026408
Classification: Level 4
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.



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



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



Always open to
possibilities.



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

- Provides operational financial and accounting support to BIS Finance through the preparation of journals, reconciliations, financial reports and maintenance of financial records.
- Assists with the administration of financial systems, cost allocations and project financial information to support accurate reporting and compliance with financial policies and legislation.

Work description

FINANCIAL REPORTING AND ANALYSIS

- Establishes and maintains productive working relationships with internal stakeholders to support financial administration and reporting requirements.
- Assists in the preparation and distribution of financial reports including operating statements and supporting financial information for Directors and Managers.
- Extracts and updates financial information from financial systems to support the preparation of reports for management and other stakeholders.
- Assists with the analysis of financial variances between budget and actual expenditures for recurrent and capital activities.

ACCOUNTING AND FINANCIAL ADMINISTRATION

- Prepares and processes accounting transactions including journals, IDAs and adjusting entries with supporting documentation.
- Performs reconciliations and analysis of expenditures and revenues, including reconciliation between financial systems and internal records.
- Maintains financial records and documentation to support reporting, reconciliation and audit requirements.

PROJECT AND CAPITAL SUPPORT

- Assists with Monitoring and reporting on the financial status of business unit's capital works and project activities.
- Supports project financial administration including updating project forecasts, monitoring project expenditure and maintaining project financial information.

SYSTEM AND COST ALLOCATION ADMINISTRATION

- Administers the contractor and FTE timesheet cost allocation system, including maintaining user access, project setup and system updates.
- Processes cost allocation transactions to distribute staff and contractor costs across projects and business units.

GOVERNANCE AND COMPLIANCE

- Complies with the requirement of established financial policies, procedures, the Financial Management Act 2006 and other relevant legislation.

OTHER

- Other duties as 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. A tertiary qualification in Accounting/Commerce and/or equivalent relevant experience.
2. Experience working within a financial reporting and operational environment, including the ability to undertake reconciliation and analysis.
3. Highly developed communication (both oral and written) and interpersonal skills, including the ability to build and maintain effective internal and external stakeholder relationships.
4. Demonstrated organisational skills related to managing workloads, priorities and resources.
5. Experience in analysing and providing solutions in relation to financial operating issues including reconciliation and monitoring of financial control accounts
6. Experience in a financial service environment including experience with accounts payable, accounts receivable and general ledger using an integrated Finance Management Information System (FMIS), including intermediate MS Excel skills.

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 national police clearance 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**