



## Position Description

<b>Position Title:</b>	Financial Risk Assessor	<b>Classification Level:</b>	4
<b>Position Number:</b>	18613, 18614	<b>Reports to:</b>	Business Risk Manager, L6
<b>Directorate:</b>	Buildings and Contracts	<b>Supervises:</b>	0 FTE
<b>Branch/Section:</b>	Operations, Practice	<b>Location:</b>	Perth Metropolitan Area

## Our Values

### Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

### Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

### Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

### Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

## Role Summary

The Risk Assessor assists with ensuring the Government's and Department of Finance's (Finance) financial risk is effectively managed. The role undertakes financial risk assessments associated with the Finance's contracting with the private sector.

## Responsibilities

- Undertake financial risk assessments on private sector building and construction entities that tender for government works contracts and/or seek prequalification under the Builders Prequalification Scheme.
- Maintain a good understanding of current Australian Accounting Standards.
- Apply departmental requirements to the receipt of financial information and comply with the principles of probity in all aspects of financial analysis.
- Liaise with Buildings and Contracts staff, other Government agencies, private sector building contractors and external accountants.
- Prepare written reports detailing an entity's financial capacity and strength for the Manager's review and endorsement.
- Assist in responding to enquiries regarding financial risk assessments from internal and external stakeholders.
- Maintain and update information sources and databases as required.
- Demonstrate the values in all interactions to contribute towards a values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leader.
- Perform other duties as required.



## Essential Requirements

- An understanding of the principles and practice of financial analysis methodology.
- Good attention to detail and the ability to write reports.
- Sound communication, interpersonal skills and the ability to deliver a customer-centric service.

## Desirable Requirements

- Tertiary qualification in accounting or a related discipline
- Knowledge of the building and construction industry.

## Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

## Pre-employment Requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

## Certification

Verified by: K.Pallotta, HR Consultant, April 2026

Classification Evaluation Date: November 2019