



<b>Position title</b> Manager Financial Systems		<b>Position number</b> 007631
<b>Classification level</b> Level 7	<b>Award/Agreement</b> PSA 1992 / PS CSA Agreement	<b>Effective date</b> March 2026
<b>Division and Directorate</b> Corporate Services Finance and Procurement	<b>Branch</b> Financial Governance and Systems	<b>Location</b> Perth CBD

Mission	Principles	Values
<ul style="list-style-type: none"> <li>A fair, just and safe community for all Western Australians</li> </ul>	<ul style="list-style-type: none"> <li>High performing and professional</li> <li>Ethical and accountable</li> <li>Trained, safe and supported</li> </ul>	<ul style="list-style-type: none"> <li>Respecting rights and diversity</li> <li>Fostering service excellence</li> <li>Being fair and reasonable</li> </ul>

## Reporting relationships

Responsible to:	013016	Level 8	Assistant Director Financial Governance and Systems
<b>This position:</b>	<b>007631</b>	<b>Level 7</b>	<b>Manager Financial Systems</b>
Direct reports:	014091	Level 6	Senior Systems Accountant
	TBC	Level 6	Business Intelligence Analyst (TBC)

## About this position

The Financial and Procurement Directorate plays a key role in the delivering of the Department's Strategic Platforms by providing essential services, coherent financial advice and ensuring legislative compliance. The Directorate oversees financial management functions including compliance, financial accounting, transactional services, budgeting, management reporting and procurement. In order to successfully deliver its accountabilities, the Directorate is segregated in five branches: Financial Governance and Systems, Financial Services, Management Accounting, Budgeting and Strategy and Procurement and Contracts. Cross functional collaboration is essential to continuously improve services, strengthen financial governance, and proactively respond to stakeholder needs.

The position is responsible for the leadership and strategic direction of the Financial Systems team, ensuring strong governance, integrity and continual improvement of the Department's FMIS and supporting technologies. The role provides oversight of system administration, policy development, system integrations, internal controls, training and data quality. It also leads the Power BI and analytics function, delivering enterprise reporting solutions and enhanced data governance to support informed decision-making across the Department.

## Key deliverables – what this position involves

### Management

- Manages, coordinates and provides leadership to the Financial Systems Team to deliver outcomes aligned to the departmental business requirements. Promotes teamwork and builds capability within the team to deliver high-quality services in line with stakeholder-focused principles and expectations.
- Maintains a contemporary understanding of accounting standards, financial governance requirements and developments that impact financial management systems.

- Prepares and maintains the team’s annual operational/work plan in consultation with team members and stakeholders.

**Policy**

- Develops, reviews and implements policies, procedures and governance frameworks that support fit for purpose financial system management, and compliance with the *Financial Management Act 2006*, Regulations and Treasurer’s Instructions. Ensures policies and procedures maintain and enhance system integrity, operational efficiency and internal controls.
- Provides accurate routine and expert advice on policies, system governance and system controls to a range of stakeholders.

**Financial Systems Administration**

- Manages the integration of external systems and interfaces with the FMIS, ensuring data accuracy, security and auditability.
- Manages the day-to-day administration, security, configuration and technical support for FMIS.
- Oversees financial system business rules to ensure consistency, and a controlled configuration aligned with policy.
- Coordinates the development, review and delivery of user documentation, training materials, education programs and process guides relating to FMIS processes, system functionality and system enhancements to build knowledge and experience across the Department.

**Power BI Reporting and Data Analytics**

- Provides leadership to the Power BI reporting and data analytics function, ensuring high-quality dashboards, data governance and self-service reporting capability.

**Stakeholder Engagement**

- Consults, supports and provides expert advice to internal and external stakeholders on financial systems and related matters, including system integration and technological improvements. Collaborates with stakeholders to identify emerging needs, risks and opportunity for system and reporting improvements.

**Other**

- Demonstrate a commitment to adhere to the Department’s Code of Conduct, Public Sector Commission’s Ethical Foundations and Equal Employment Opportunity legislation.
- Demonstrates the expected behaviours of the context for this role.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

**Leadership expectations – our expectations of you**

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.

For this role, you will be someone who exhibits behaviours and mindsets within the leadership context of [Leading Others](#).

**Essential selection criteria – what you need to bring to this role**

<b>1 Role specific requirements</b>	<ul style="list-style-type: none"> <li>• Relevant tertiary qualifications in accounting, commerce, finance, information systems or an approved equivalent.</li> </ul>
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<b>Essential selection criteria – what you need to bring to this role</b>	
	<ul style="list-style-type: none"> <li>• Experience providing client-focused financial systems support and expert advice, including interpreting system impacts, financial policies and governance requirements.</li> <li>• Experience developing financial system policies, procedures and processes within a medium to large organisation, with a sound understanding of accounting principles, financial governance and contemporary financial management systems.</li> <li>• Experience contributing to the strategic direction of financial governance or financial systems functions, including leading system improvements, integrations and process enhancements.</li> </ul>
<p><b>2 Lead collectively</b> Seek and build key relationships, work together and focus on the greater good.</p>	<ul style="list-style-type: none"> <li>• Knows how their work and the work of others align to broader agency goals.</li> <li>• Manages their work priorities and those of others and outcomes.</li> <li>• Addresses team issues.</li> <li>• Monitors progression to ensure deliverables are met.</li> <li>• Builds and supports effective work relationships.</li> </ul>
<p><b>3 Think through complexity</b> Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.</p>	<ul style="list-style-type: none"> <li>• Applies critical thinking techniques to develop a range of options.</li> <li>• Uses their knowledge and skills and those of others to refine options.</li> <li>• Is solutions focused.</li> <li>• Understands the need for compliance to minimise risk.</li> </ul>
<p><b>4 Dynamically sense the environment</b> 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.</p>	<ul style="list-style-type: none"> <li>• Remains aware of evolving team needs.</li> <li>• Seeks input of others before acting.</li> <li>• Adapts style depending on situation.</li> </ul>
<p><b>5 Deliver on high leverage areas</b> Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges.</p>	<ul style="list-style-type: none"> <li>• Understands and can communicate the essential priorities.</li> <li>• Is able to identify and understand work area priorities and adjust as required.</li> <li>• Is able to monitor, adapt and ensure work priorities are incorporated into work activities.</li> <li>• Explores and seeks opportunities for innovation.</li> <li>• Scans the environment for possible obstacles and intervenes early to navigate setbacks.</li> </ul>
<p><b>6 Build capability</b> Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.</p>	<ul style="list-style-type: none"> <li>• Accepts they contribute to the development of others in a team or work group.</li> <li>• Leads by example and supports others with growth and development.</li> <li>• Embraces and encourages diversity within the workplace.</li> </ul>

<b>Essential selection criteria – what you need to bring to this role</b>	
	<ul style="list-style-type: none"> <li>Responsible for fostering a positive sector culture.</li> </ul>
<p><b>7 Embody the spirit of public service</b> Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.</p>	<ul style="list-style-type: none"> <li>Shows workplace actions embody the spirit of public services.</li> <li>Demonstrates empathy, compassion, integrity, and humility.</li> <li>Supports others to excel.</li> <li>Assumes responsibility for supporting others to embrace the spirit of public service.</li> </ul>
<p><b>8 Lead adaptively</b> Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.</p>	<ul style="list-style-type: none"> <li>Continuously seeks opportunities to develop own knowledge, skills and expertise.</li> <li>Recognises their impact on others and acts to model appropriate and suitable behaviours.</li> <li>Seeks feedback from others to enhance personal effectiveness.</li> <li>Embraces, leads and supports others through change.</li> <li>Sources and seeks feedback from others to enhance leadership.</li> </ul>
<b>Desirable selection criteria</b>	
<i>Not considered essential to perform the role but may contribute to the ability to undertake the role.</i>	
<p><b>9 Qualifications, knowledge and/or experience</b></p>	<ul style="list-style-type: none"> <li>Technical proficiency in systems administration, project management, and leadership, complemented with more than 5 years of experience in financial systems support and/or analysis.</li> </ul>

### **Special requirements, licenses, accreditations, and conditions**

- Nil.

### **HR Certification**

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