



Senior Financial Analyst - Level 6 (MPE26075)

Group:	<i>Dept of Mines, Petroleum and Exploration</i>	Location:	<i>East Perth - Mineral House</i>
Division/Directorate:	<i>Finance and Procurement</i>	Supervises:	<i>0</i>
Branch:	<i>Finance and Procurement</i>	Reports to:	<i>Manager Finance Partnering</i>
Section:	<i>NA</i>		

Operational Context

The Finance Directorate strives for best practice in the delivery of financial planning, management, accounting services, procurement and contract management for the department. The Branch also provides strategic advice, guidance and reporting, to support operational groups in achieving their corporate and Government objectives.

Role Overview

This position is responsible for developing and maintaining complex financial models and service costing analyses to assist business areas in their annual review of tariffs, fees, and charges, cost recovery and reporting. It also assists in the preparation both the external (State government) and internal budgets. The role contributes to the strategic and operational governance of the Directorate, working collaboratively towards the same vision and objectives whilst delivering client-focused and proactive financial modelling service, persistently evaluating actual performance.

Building Leadership Impact as a Leader of Others

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles. Leadership in this position is about delivering high-quality work as a specialist in their domain of expertise, balanced with a focus on training, motivating and enabling others.

Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Establishes and maintains effective communication and collaborative working relationships across government and within the Department.
- Conducts the annual review of tariffs, fees and charges and prepares briefing notes including certifications for the ministerial approval and advises senior staff on setting and reviewing levies, fees, and charges, ensuring compliance with legislative and Treasury requirements.
- Assists in the preparation of budgets and forecasts including the State budget processes. This includes the preparation of Budget Statements, Estimates files, Strategic Assets Plans, Key Performance Indicators and SIMS adjustments.
- Drive continuous improvement on the transparent and accountable cost allocation and recovery of expenditure to ensure costs are brought to account in a manner aligned with the Government's expectations.
- Undertakes complex financial analysis and modelling and cost-benefit analysis to provide and support strategic advice, including scenario modelling to develop options for new levies, fees, and charges.
- Provides specialised technical advice on interpreting financial data and develops robust, flexible, and accurate financial models to inform business decisions and support business priorities including business cases submitted as part of the State government budget process.
- Assists in conducting complex research and economic impact analysis, staying informed about emerging issues, trends, and evolving contemporary modelling and analytic methodologies to support departmental and business objectives.
- Utilises economic principles and financial and quantitative techniques to undertake cost-benefit analysis, cash flow analysis, and budget risk analysis.
- Contributes to the development and implementation of financial policy guidelines and processes.

Corporate Responsibilities

The following outlines departmental responsibilities:

- Acts ethically and supports others to do the same, in line with the departments Values and the Code of Conduct.
 - Takes reasonable care to protect your own safety, health and wellbeing at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
 - Performs other duties as directed.
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Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Demonstrated experience in financial modelling including cost allocation models, cost benefit analysis and scenario modelling methodologies including Advanced Excel modelling skills. Experience with Power BI or other business intelligence tools would be an advantage.
- Demonstrated experience in budgeting and forecasting.
- Demonstrated communication skills, both interpersonal and written, including effectively engaging and conveying information to diverse audiences.
- A tertiary qualification in a relevant discipline and/or membership with an appropriate professional accounting body would be an advantage.

Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Leader of Others - Knowledge](#), the following outlines those that are required to undertake this role:

- **Lead Adaptively** - You proactively extend your knowledge, skills and expertise to ensure your contribution continues to add value.
 - **Build Capability** - You contribute to the development of those in your team or work area by understanding their current capabilities and striving to develop them further.
 - **Deliver on High Leverage Areas** - You continually improve all aspects of your work area, keeping an open mind to explore innovative alternatives.
 - **Dynamically Sense The Environment** - You communicate clearly and concisely to ensure a shared understanding.
 - **Think Through Complexity** - You use your skills, experience and knowledge to anticipate and identify problems.
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This position reports to:

Manager Finance Partnering

Position No: MPE25609

Classification: L7

Positions reporting to this Role:

This position has no direct reports

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- High integrity required for conflicts of interest
- Nationally Coordinated Criminal History Check

Approved Date

24-APR-2026