



Position Description

Position Title:	Senior Finance Business Partner	Classification Level:	6
Position Number:	33966	Reports to:	Assistant Director Finance Business Partnering, L8
Directorate:	Service and Invest	Supervises:	0 FTE
Branch/Section:	Financial Services / Finance Business Partnering	Location:	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 Senior Finance Business Partner contributes to the empowerment of business units through the provision of timely and accurate financial information, advice and insight as well as the communication of key financial requirements. The role provides significant financial analysis and specialist advice to business areas in relation to budgeting, and resource allocation, and monitors and reports on financial and operational performance and cash inflows and outflows.

Responsibilities

- Contribute to the coordination of the annual budget cycle and funding submissions for the Department.
- Contribute to the delivery and coordination the Department's management reporting requirements for budgeting purposes.
- Prepare monthly management reports for business areas.
- Provide advice on management accounting and costing matters and undertakes complex analysis to help develop financial strategies for business units.
- Responsible for the quality control of management accounting information and improvement of processes to ensure accuracy.
- Develop tools to assist budget formulation and forecasting information to ensure efficiency and effectiveness.
- Communicate budget timelines and requirements with business units.
- Partner with business unit staff who manage programs to understand the changing needs in expenses and revenues.
- Work collaboratively with business units to ensure quality and timely data for reports.



- Work proactively with team members to develop capacity and ensure consistent quality of financial service delivery.
- Contribute expertise and ideas to improvement initiatives.
- 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 Leadership.
- Perform other duties as required.

Essential Requirements

- Substantial management accounting and budget management experience within a complex organisation, including a sound knowledge of statutory financial management frameworks within a highly regulated environment.
- Proven ability to develop financial management strategies and undertake high level financial analysis, with skills in using financial systems and reporting tools.
- Highly developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

Desirable Requirements

- Tertiary qualifications in accounting or related area and eligibility for membership of a relevant professional accounting body.

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: M. Trbojevic, Human Resources Consultant, March 2026.

Classification Evaluation Date: December 2025