WESTERN AUSTRALIAN
Electoral Commission

# Assistant Director Finance

| | |
|---|---|
| **Division / Directorate:** | Capability and Performance \| Finance & Business Services |
| **Position Number:** | 10043 |
| **Classification:** | Level 7 |
| **Location:** | Perth |
| **Position Type** | Permanent - Full Time |
| **Leadership Context:** | Leading Others |
| **Award/Agreement:** | Public Service Award and Public Service and Government Officers General Agreement 2024 or any subsequent replacements. |

## Position Snapshot

The Assistant Director Finance is a key leadership role with the opportunity to shape WAEC's budget strategy and day-to-day operation management, lead a high-performing Finance business unit and deliver trusted financial operations that enable organisational success. Reporting to the Chief Financial Officer the role offers the chance to influence decision-making, drive continuous improvement and make a meaningful contribution to the effective stewardship of public resources in support of Western Australia's democratic processes.

## Our Purpose, Culture and Values

### Safeguarding trust in democracy

The WAEC is entrusted with safeguarding one of the State's most important public assets: trust in democracy. Our team delivers impartial, independent, and secure elections and referenda, maintains the electoral roll, regulates aspects of the electoral framework, and leads civic education and community engagement. We strive for integrity, professionalism, and innovation in everything we do, ensuring every Western Australian can be confident in the fairness and security of their electoral system.

Check Every Box

Focus on Fairness

Achieve Together

Make It Count

# What We Expect of Everyone

WAEC believes leadership is critical to organisational success and that everyone contributes to leadership, culture and performance, regardless of their role.

We use the Building Leadership Impact (BLI) framework to provide a shared understanding of the mindsets and behaviours expected across the Commission and the broader public sector.

For this role, the leadership context is Leading Others. The Assistant Director Finance is expected to demonstrate these behaviours personally and embed them within the Finance business unit through clear direction, sound judgement, accountability and a commitment to service excellence.

# Key Accountabilities

## Financial leadership

- Lead the Finance business unit to provide high-level financial advice that supports planning, decision-making and analysis, deliver strategic budget management, reliable financial operations.
- Oversee core financial operations, budgeting, forecasting, reporting, controls, audit coordination, policy implementation and process improvement to ensure financial reports are accurate, timely, efficient and compliant.
- Provide leadership, supervision and development for business unit staff, building capability, accountability and continuous improvement.
- Identify, lead and implement improvements to financial systems, procedures and reporting practices to enhance efficiency, data quality, compliance and service delivery.

## Financial governance, compliance and reporting

- Ensure the Commission's financial management practices, controls and reporting comply with the *Financial Management Act 2006*, Treasurer's Instructions, applicable accounting standards, relevant whole-of-government policy requirements, internal policies and delegations.
- Oversee the preparation of timely and accurate monthly, annual and ad hoc financial reports and coordinate internal and external financial audit requirements.

## Stakeholder engagement and service delivery

- Build effective working relationships with internal stakeholders to support financial literacy, compliance, planning and shared accountability for resources.
- Provide authoritative advice, guidance and financial support to managers on budgets, reporting, financial policy, compliance obligations and operational initiatives.
- Liaise effectively with Treasury, central agencies, auditors, service providers and other external stakeholders on matters relevant to the business unit.

# Election Readiness and Deployment

The Commission operates a whole-of-organisation delivery model, where employees may be temporarily deployed to support election planning and delivery activities as part of ongoing operational readiness when required and as directed by their manager.

Such deployments are a standard operational requirement and do not change an employee's substantive role, job family or classification. Position descriptions are designed to reflect core responsibilities while enabling flexibility to support election delivery as required.

# Role Impact and Measures of Success

- Budget development, monitoring and forecasting are delivered within agreed timeframes, with variances identified early and supported by accurate analysis and clear recommendations.
- Financial advice, reporting and controls are delivered on time, are accurate and fit for purpose, and are relied on by leaders to support planning, resource allocation and decision-making.
- Financial operations are responsive to business needs, support delivery of operational priorities, and receive positive feedback from internal stakeholders on the quality and timeliness of support.
- Improvements to finance systems, processes and team capability are implemented and result in stronger service delivery, better data quality, reduced rework and greater operational efficiency.
- Financial management practices meet legislative, policy and governance requirements, with audit issues addressed promptly and no significant breaches of financial compliance obligations.

# Capabilities and Experience

The following capabilities and experience are required to perform this role effectively.

## Essential

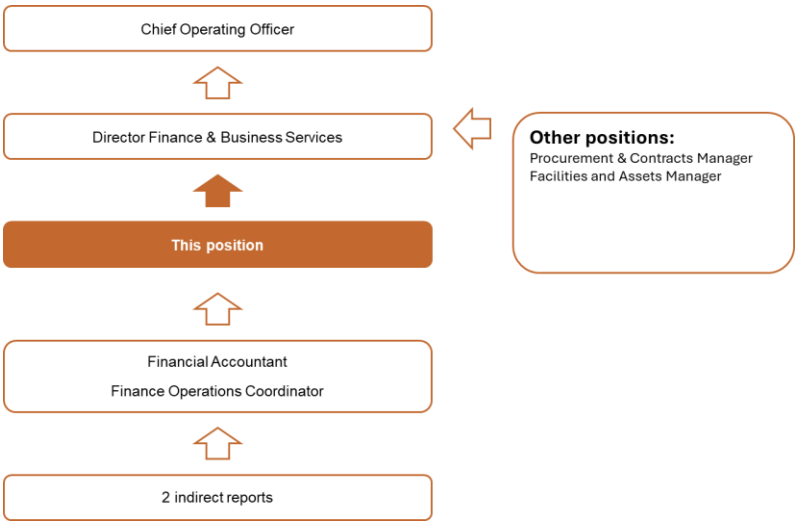
- Full professional membership of CA, CPA, IPA or other suitable accounting body.
- Demonstrated experience leading a finance team and delivering high-quality financial management advice and in a public sector or similarly regulated environment.
- Well-developed knowledge of financial management, budgeting, forecasting, statutory reporting, internal controls and the Western Australian public sector financial framework, including the *Financial Management Act 2006*, Treasurer's Instructions and applicable accounting standards.
- Proven ability to establish effective financial controls, manage audit processes, and review and improve financial policies, procedures and systems to support compliance and service delivery.

- Highly developed communication, consultation and stakeholder engagement skills, with the ability to build productive relationships and influence sound financial practices.
- Demonstrated people leadership skills, including the ability to manage performance, develop staff and foster a positive, accountable and collaborative team culture.

## Where This Role Sits and Key Relationships

The Finance and Business Services area supports the Commission through the delivery of corporate financial management, reporting, budget coordination and associated business services. The Assistant Director Finance leads the Finance business unit within this area and works closely with the Director Finance & Business Services, executive and senior leadership team to support effective planning, governance and operational delivery.

- Budget development, monitoring and forecasting
- Financial accounting, reconciliations and statutory reporting
- Financial operations, including accounts payable, receivable and related finance processes
- Financial policy, compliance, maintenance of the WAEC Financial Management Manual, systems improvement and stakeholder support




The role has broad internal engagement across the Commission and external engagement with auditors, central agencies, banks, service providers and other stakeholders relevant to the delivery of financial operations and management.

## Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

D O'Reilly

Electoral Commissioner

18 June 2026