



Finance Partner

Position No:	00026334
Classification	Level 5
Division:	BCS
Directorate:	Management Accounting
Reports to:	Senior Finance Partner, 00026335, L6
Direct reports:	0
Leadership Context:	Personal Leadership

Position Overview

The Finance Partner supports the delivery of financial management services by providing analytical, evidence-based insights to inform decision-making across the Department. The role undertakes financial modelling, activity-based costing, budgeting, forecasting and reporting, applying critical thinking to interpret complex data and identify trends, risks and opportunities.

Working closely with business areas, the position provides solution-focused financial advice, supports the development of business cases and funding submissions, and contributes to project and service costing. The Finance Partner also plays a key role in improving financial processes and practices, helping to ensure accurate, timely and practical financial information that supports effective operational and strategic outcomes.

Responsibilities

- Provide support in preparation of the activity-based costing for the Department.
- Provide support in the development and preparation of financial modelling for project expenditure, cash flow and reporting, business cases and funding submissions.
- Assist in preparation and present the Department's activity-based costing by collating information, analysis and coordinating with various divisions.
- Contribute to the development, implementation and review of the various finance projects.
- Provide support in the annual review of Tariffs, Fees and Charges (TF&C) consistent with Treasury guidelines.
- Provide support in service costing and performance indicator calculations.
- Ability to extract information from various sources, provide analysis and recommendations.
- Provide support in the budget submission preparation for the annual budget and mid-year review process for projects and annual budget submissions for the Department and Statutory Authorities.
- Analyse and interpret complex financial data and reports on project performance.

- Undertake full year forecasting in collaboration with business areas for various projects and sub projects.
- Provide financial advice and information related to government budget policies and directives.
- Partner with business areas and liaise with stakeholders to provide value added financial advice and value-added customer service and foster positive stakeholder partnerships.
- Assist in the development of financial policies and procedures to deliver business improvements.
- Assist with the review of business processes, policies and data and the development and implementation of business improvement projects to meet operational and strategic business objectives.
- Perform other duties as directed.
- Demonstrate professional and ethical workplace behaviours in alignment with the Department's Code of Conduct and Values. This includes ensuring work practices and behaviours foster an equitable, diverse, and inclusive work environment and support a safe and healthy workplace in accordance with Work Health and Safety legislation.

Essential Requirements

- Demonstrated experience in the preparation of financial modelling.
- Demonstrated knowledge and practical application of financial services.
- Highly developed communication and interpersonal skills.
- Demonstrate the behaviours within the leadership context as outlined below.

Desirable Requirements

- A tertiary qualification in accounting or a related discipline.

Special Requirements

- This position does not have any special requirements.

Mandatory Pre Employment Requirements

- All positions within the Department require the occupant to have a Nationally Coordinated Criminal History Check (NCCHC) conducted with a satisfactory outcome.
- A pre-employment Conflict of Interest will be completed and assessed prior to appointment.

Workplace Behaviours and Expectations

The Department's [Code of Conduct](#) sets out the professional behaviours that we expect of our employees and consistent with our departmental values.

The [Public Sector Commission's Leadership Expectations](#) provide a clear understanding of expected leadership behaviours and associated mindsets for all public sector employees. The expected behaviours (see below) should be demonstrated in the context of [Personal Leadership](#) for this position.

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 interests 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

Further information can be obtained from looking at the [behaviour descriptors](#).

Our Vision and Values

To respect the past, to create opportunities today and to plan for the future.

Our values shape our attitude and actions, guiding us both personally and professionally.

Respect	We respect that our work is personal to our stakeholders and that every piece of land and site has a story.
Collaboration	We engage and collaborate to build prosperous places and connected communities.
Integrity	Our ethics and integrity guide our actions with every piece of land, site and opportunity to enable us to deliver great outcomes for Western Australia.
Innovation	We enable innovation, implementing innovative approaches to the way we work to create value for our stakeholders.
Professionalism	Our professionalism empowers us to use our specialised knowledge and skills to deliver our work to the highest standards.
Accountability	We work in the interest of the public and take responsibility for our actions and decisions.

Acknowledgement of Country

The Department of Planning, Lands and Heritage acknowledges the Aboriginal people as the traditional custodians of Western Australia. We pay our respects to the Ancestors and Elders, both past and present, and the ongoing connection between people, land, waters, and community. We acknowledge those who continue to share knowledge, their traditions and culture to support our journey for reconciliation. In particular, we recognise land and cultural heritage as places that hold great significance for Aboriginal people.

Registration Date	24 June 2026	Registering Officer	Erika Booth <i>Erika Booth</i>
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