



# Job Description Form

## Department of Justice Purpose

To provide high quality and accessible justice, legal, registry, guardianship & trustee services that meet the needs of the community and government.

<b>Position Title</b> <b>Financial Analyst</b>		
<b>Effective Date</b> May 2014	<b>Position Number</b> 006271	<b>Level</b> 6
<b>Division</b> Court and Tribunal Services	<b>Directorate</b> Strategic and Business Development	<b>Branch</b> Strategic Business Services

## Divisional Outcomes

To deliver, together with the judiciary, court and tribunal services that uphold the rights of the community.

## Directorate Services

Output 1: Judiciary and Judicial Support  
Output 2: Case Processing  
Output 3: Enforcement of criminal and civil court orders  
Output 4: Administration of victim support and counselling

## Branch Outputs

Output 1: Judiciary and Judicial Support  
Output 2: Case Processing  
Output 3: Enforcement of criminal and civil court orders  
Output 4: Administration of victim support and counselling

## Role of this Position

Assists in formulation of the Court and Tribunal Services budget and budget submissions. Analyses and reports on the monthly financial performance of Court and Tribunal Services and, where necessary, undertakes corrective action. Trains and co-ordinates activities of business managers across Court and Tribunal Services.

<b>Position Title</b> <b>Financial Analyst</b>		
<b>Effective Date</b> May 2014	<b>Position Number</b> 006271	<b>Level</b> 6
<b>Division</b> Court and Tribunal Services	<b>Directorate</b> Strategic and Business Development	<b>Branch</b> Strategic Business Services

## Responsibilities of this Position

### 1. Budget Formulation and Review

In consultation with Business areas, the central Department of the Attorney General Financial Management unit, assist the Manager, Strategic Business Services in formulating the budget and forward estimates for Court and Tribunal Services.

### 2. Analysis and reporting

Prepares the monthly divisional Financial Management report to the Court's Executive, highlighting key issues and trends and, where applicable, providing recommendations for further action. Undertakes ad-hoc financial analysis of various issues.

### 3. Key Performance Indicators

Assists in the process of setting targets for key performance indicators and reporting on a quarterly and annual basis.

### 4. Report on Government Services

Co-ordinates the financial component of the Division's input into the Productivity Commission's Annual Report on Government Services, which involves extraction of data from financial systems, collection of allocation percentages and analysis of data and trends.

### 5. Training and advice

Advise, train and instruct local business managers on financial management issues, such as the management of budget and use of financial management tools.

### Corporate citizenship

Demonstrate high standards and practice of ethical conduct and behaviour as required under the Department's frameworks of Code of Conduct and Public Sector Code of Ethics.

Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.

Demonstrate commitment to the legislative obligations set out in the *Occupational Health and Safety Act 1984*.

Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the department's policies and any other direction given for their safety and health in the workplace.

<b>Position Title</b> <b>Financial Analyst</b>		
<b>Effective Date</b> May 2014	<b>Position Number</b> 006271	<b>Level</b> 6
<b>Division</b> Court and Tribunal Services	<b>Directorate</b> Strategic and Business Development	<b>Branch</b> Strategic Business Services

## **Skills, Knowledge, Behaviours and Qualifications**

For purpose of training etc.

### **ESSENTIAL – SKILLS, KNOWLEDGE AND EXPERIENCE**

#### **Financial and Resource Management**

- Ability to build and review detailed FTE and monthly budgets.
- Use of financial systems, reporting tools and spreadsheets to construct and analyse budgets.
- Understanding of basic accrual accounting concepts.
- Analysis of year-to-date variances.
- Understanding of basic frameworks in place in terms of budgeting, accounting and payroll.
- Budget formulation and review, financial systems, spreadsheets, reporting and accrual accounting.

#### **Verbal and written communication skills; Interpersonal and negotiation skills**

- Ability to prepare written reports, succinctly outlining key financial issues.
- Ability to establish and maintain good relationships with various areas, where key issues are freely communicated.
- Ability to assist staff of varying degrees of financial management competency to undertake financial management tasks at an appropriate level. Such as use of reporting software and ongoing review of budgets and forecasts.
- Ability to negotiating with various parties to achieve outcomes, such as to satisfy an external request for information across the division.
- Advise, train and instruct staff on financial management issues. Ability to negotiate to achieve outcomes.

#### **Coordinating, planning and prioritising work**

- Ability to determining deadlines for whole of division tasks, with regard for competing priorities.
- Ability to determine individual priorities and workload planning, based on expectations of stakeholders.

#### **Teamwork**

- Ability to work with other team members to achieve outcomes and deadlines.
- Ability to operate successfully within a team environment.
- 

#### **Problem Solving**

- Ability to look at problems from a number of perspectives, arrive at options and solutions that are, where possible, easy and simple to implement and communicate.
- Ability to solve complex problems with simple solutions.

### **DESIRABLE**

- Progress towards a relevant qualification in related discipline.

<b>Position Title</b> <b>Financial Analyst</b>		
<b>Effective Date</b> May 2014	<b>Position Number</b> 006271	<b>Level</b> 6
<b>Division</b> Court and Tribunal Services	<b>Directorate</b> Strategic and Business Development	<b>Branch</b> Strategic Business Services

## Work Related Requirements (Selection Criteria)

Applicants must address all of the selection criteria listed below in the context of the position.

*For a full description of each criterion, see the section “Skills, Knowledge, Behaviours and Qualifications”*

### **ESSENTIAL – SKILLS, KNOWLEDGE AND EXPERIENCE**

#### **Financial and Resource Management**

Budget formulation and review, financial systems, spreadsheets, reporting and accrual accounting.

#### **Verbal and written communication skills; Interpersonal and negotiation skills**

Written reports and advice on financial issues. Establishing and maintaining relationships. Advise, train and instruct staff on financial management issues. Ability to negotiate to achieve outcomes.

#### **Coordinating, planning and prioritising work**

Coordination of tasks involving a number of areas. Planning workload to co-incide with deadlines and priorities.

#### **Teamwork**

Ability to operate successfully within a team environment.

#### **Problem Solving**

Ability to solve complex problems with simple solutions.

### **DESIRABLE**

Progress towards a relevant qualification.

<b>Position Title</b> <b>Financial Analyst</b>		
<b>Effective Date</b> May 2014	<b>Position Number</b> 006271	<b>Level</b> 6
<b>Division</b> Court and Tribunal Services	<b>Directorate</b> Strategic and Business Development	<b>Branch</b> Strategic Business Services

## Reporting Relationships

<b>Title</b> Director Strategic & Business Development <b>Classification</b> Level 9
---

Responsible To

<b>Title</b> Manager, Strategic Business Services <b>Classification</b> Level 8
--

Responsible To

<b>THIS OFFICE</b>
--------------------

Other offices reporting to this office

<b>Title and Classification:</b> Principal Financial Performance and Resources Analyst, L7
--

Offices under direct responsibility

Title	Classification	Number of FTEs Supervised and controlled
Nil		

<b>LOCATION AND ACCOMMODATION</b>	<b>LOCATION</b>
State location. If accommodation is available give details such as department/G.E.H.A., free/rental, etc.	<b>ACCOMMODATION</b>
<b>ALLOWANCES/SPECIAL CONDITIONS</b>	
State allowances and conditions applicable.	

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

<b>Executive Director / Chief Executive Officer</b>
<b>Signature</b>
<b>Date</b>