



JOB DESCRIPTION FORM

SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 03/05/2019

ORGANISATION: Department of the Premier and Cabinet
DIVISION: State Services
BRANCH: Financial Services
SECTION:

CLASSIFICATION: Level 8	POSITION NUMBER: DPC19026
TITLE: Manager Finance and Procurement	
AGREEMENT/AWARD: Public Service and Government Officers General Agreement	
LOCATION: West Perth	

SECTION 2 – REPORTING RELATIONSHIPS

<p>Director Corporate Services</p> <p>Class 1</p>
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<i>(Other offices reporting to this office)</i>	
Manager – Human Resources	Level 8
Chief Information Officer	Level 8
Manager – State Law Publisher	Level 7
Manager – Constitutional Centre	Level 7
Executive Assistant	Level 3



<p>Manager Finance and Procurement</p> <p>Level 8</p>
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<i>(Officers under direct responsibility)</i>	
Management Accountant Budgeting	Level 7
Business Support Manager	Level 7
Senior Accountant	Level 7
Procurement Manager	Level 6



SECTION 3 – KEY RESPONSIBILITIES

Leads and manages the delivery of financial and procurement services for the Department and provides strategic policy advice to the Director Corporate Services and other senior management.

Develops and maintains business relationships with key stakeholders to ensure the delivery of services required. Provides strategic financial advice on Government financial management policy, procedures and practice. Manages and coordinates procurement matters, including referral to the Department of Finance where appropriate.

SECTION 4 – STATEMENT OF DUTIES

Summary of Duties

Details

STRATEGIC

Provides strategic financial advice to the Director General and senior Departmental officers to assist business decision making from a financial management perspective.

Provides strategic financial advice on Government financial management policy, procedure and practice.

Provides strategic procurement advice on Government procurement and contract management policy, procedure and practice

Develops and implements departmental financial management policy in accordance with Government policy and standards.

Provides advice on the effectiveness of accounting and financial management information systems and continuous improvement of business processes.

Provides advice on the financial implications various reform initiatives including financial risks to the Department's

Responsible for the development of financial management skills of the Financial Services team..

MANAGEMENT

Leads and manages the Financial Services function to ensure that the Department's stakeholders receive high quality financial advice and services. Identifies and promotes opportunities for business improvement and ensures that clients are provided with reliable and timely information to facilitate good decision making.

Leads the preparation of financial information to facilitate the discharge of the Department's statutory reporting obligations.

Manages and coordinates the budget process and annual reporting activities.

Manages the training and development of staff in the

Manages the development and maintenance of department's accounting and budget policies and procedures.

Manages the development and maintenance of the department's procurement and contract management policies and procedures.

Manages major projects for the agency.

OTHER

Reviews responses developed to Parliamentary Questions and other requests for information.

Represents the Department at external forums as required.

Other duties as directed by the Director Corporate Services.

SECTION 5 – SELECTION CRITERIA

Essential

Financial and statutory accounting

Possess a detailed high-level understanding and application of all aspects of the statutory financial accounting requirements.

The ability to communicate regularly with executive management on key financial themes to assist their understanding and appreciation of accounting, business and contractual issues.

Oversee and provide direction on the organisation's chart of accounts and reporting framework, including oversight of trial balance and status of reconciliations of trust, control and clearing accounts.

Government financial policy

Apply high-level knowledge of the *Financial Management Act 2006*.

Monitor policy industry and compliance trends to inform key stakeholders in decision making processes.

Consult with central government agencies and other relevant parties to advocate and influence financial policy directions.

Ability to build, maintain and influence strong networks of internal and external professional contacts and partnerships with key stakeholders.

Management accounting – budgeting government

Ability to apply high-level knowledge and understanding of management accounting or budgeting framework specific to State Government.

Possess a broad knowledge and understanding of Treasury budget systems and processes and communicate their requirements to senior staff in the Department.

Provide high-level leadership on the annual budget framework, including engagement with the governing body and if applicable high-level liaison with Treasury and the annual Parliamentary Budget Estimates process.

Undertake oversight of analytical activities ensuring direct involvement in issues considered a high risk or of high importance.

Financial systems

Apply high-level knowledge and understanding of current and emerging financial systems technology, including internal and external requirements of the control framework.

Oversee financial processing activities and financial systems reporting output.

Provide high-level leadership, advice, planning and decision making relevant to financial systems projects, including governance, monitoring and review and the identification of strategic drivers.

Taxation

Conduct high-level internal and external liaison on taxation issues and provide oversight of key and complication taxation transactions.

Endorse taxation returns and assume final responsibility for the review of taxation matters, including the questioning of variances.

Qualifications

Occupants to have membership of an accounting body as required for CFO's under the Treasurer's Instruction.

SECTION 6 - CERTIFICATION

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

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE:

SIGNATURE:

DATE:

DATE:

As Manager I have reviewed the statement of duties and agree this is a current and relevant document.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB

As the Employee I have reviewed the statement of duties.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB