



Government of **Western Australia**
Mental Health Commission

JOB DESCRIPTION FORM

HSS Registered

Position number	00011402
Position title	Senior Finance Officer - Purchasing, Performance and Service Development
Classification	Level 5
Employment Instrument	Public Service and Government Officers Agreement
Registration date	12 August 2019
Key objectives of the Mental Health Commission	The Mental Health Commission was established in 2010. To strengthen and better integrate the State's network of services relating to the prevention, treatment, professional education and training and research activities in the drug and alcohol and mental health sectors, the Drug and Alcohol Office has amalgamated with the Mental Health Commission in July 2015. The new Mental Health Commission enables the utilisation of both entities strengths and capabilities to enhance and excel in the delivery of mental health and drug and alcohol services across the state.

Reporting Relationships

Reports to:

Position Title	Classification	Position No.
Manager	PSO Level7	00008080

Positions under direct supervision:

Nil

We Value:

- Respect for individuals and culture
- Working together and supporting each other
- Involving and engaging others
- Ownership, transparency and accountability
- Fair and ethical decisions
- Improvement focus

Primary Objectives of role:

Coordinates the administration of Mental Health Commission's contractual obligations with service providers, including payments. Ensures the accuracy and integrity of Mental Health Commission's payments to contracted service providers. Ensures processes and systems are in line with Government guidelines and policies including the WA Government's *Delivering Community Services in Partnership* policy. Assists the Manager to monitor and plan resource allocation across the Purchasing Performance and Service Development Division and the mental health, alcohol and other drug sector.

In undertaking the role of this position, the occupant will need to recognise that there is a commitment to focussing on the needs of the individual, their families, carers or advocates working in partnership for better mental health outcomes.

General Responsibilities

FINANCIAL ADMINISTRATION

- Prepares documentation relating to scheduled payments to service providers for the approval of the relevant Delegate within Mental Health Commission.
- Ensures the accuracy and integrity of Mental Health Commission payments to contracted service providers and ensures that these processes and systems are in line with relevant Government guidelines and policies.
- Provides advice and support to Mental Health Commission staff on the processes and systems in line with the Delivering Community Services in Partnership and other relevant Government policies.
- Prepares and presents reports relating to contractual obligations. Where required, works with Contract Managers to support action to ensure contract compliance.
- Assists the Manager to develop and implement improved procurement, contract administration, processes and protocols.
- Prepares reports for external agencies including the Department of Finance and Department of Treasury, and funding bodies including the Commonwealth Government.
- Supports the provision of specific and system wide financial information for Parliamentary Questions, Ministerials, Briefing Notes, Annual Reporting, National Minimum Data Sets and other purposes.

FINANCIAL ANALYSIS

- Prepares and monitors the annual program budget for directorates including providing regular reports on performance against budget and taking remedial action as required under the direction of the Manager.
- Monitors the allocation of resources and financial performance of contracted services to ensure financial control.
- Conducts financial and statistical analyses and provides advice to the Manager and/or other stakeholders as appropriate.
- Assists with the Directorates' financial reporting requirements including preparation of reports and maintenance of financial records.
- Monitors and assists the development of current policies and procedures to ensure audit compliance.
- Provides advice on financial issues and undertakes analysis and reports on annual financial statements from external non-government organisations particularly in relation to viability concerns.
- Liaises with Corporate Services on matters relating to the Directorates' financial management and performance.
- Liaises with Corporate Services to ensure contracted services are accounted for in accordance with the relevant Australian Accounting Standards and aligned with financial management practices.
- Provides information and support to Corporate Services as required.

TEAM AND CLIENT ACCOUNTABILITIES

- Actively contributes to a harmonious work team environment.
- Develops and maintains working relationships with clients and stakeholders within and external to Mental Health Commission

OTHER

- Promotes a high standard of Occupational Safety & Health and personal conduct in the workplace.
- Performs other duties as required.

Selection Criteria

The following work related requirements are to be read in the context of the role of this position and the Mental Health Commission:

Essential Selection Criteria:

1. Demonstrated financial management experience including financial modelling and use of financial management systems and excel spreadsheets.
2. Demonstrated capacity and skill in financial analysis and reporting with the ability to identify solutions and make recommendations.
3. Well-developed communication and interpersonal skills with the ability to liaise and consult with a range of stakeholders in various contexts.
4. Ability to work autonomously when required and to also work well and collaboratively within teams.

Desirable Selection Criteria:

1. Progress towards, or completion of, a tertiary qualification in a relevant area such as accounting or finance.

Appointment Factors

This position is subject to a:

- Successful criminal record screening.
- Successful Pre-Employment Integrity Check.
- Successful 100 point Identification Check.

Ethical Decision Making and Practice

Acts ethically and in accordance with the Western Australian Public Sector Code of Ethics and the Mental Health Commission's Code of Conduct.

Demonstrates a focus on the achievement of branch objectives including working productively in a team and taking responsibility for and managing own work to deliver expected outcomes.

Workplace Safety

Acts safely and in accordance with the general Duty of Care and the Mental Health Commission's Occupational Safety and Health policy and procedures.