

JOB ROLE STATEMENT

BUDGET AND PROGRAM FINANCIAL PERFORMANCE MANAGER LEVEL 7

DIRECTORATE
BRANCH

FINANCE AND COMMERCIAL SERVICES
BUDGET AND PROGRAM MANAGEMENT

POSITION NO P0058269

KEY RESPONSIBILITIES

Manage the preparation of the consolidated annual budget and outer year programs and production of the Annual Budget Papers. Research for, and provide comprehensive evidence and trend based reports and recommendations to the Chief Finance Officer and senior management on the performance of the budget and programs against Agency targets.

KEY DELIVERIES

Budget and Program Development

- Manage the budget and program development process and the preparation of the annual budget and the outer-years programs.
- Prepare the consolidated annual budget papers in accordance with the Department of Treasury, Main Roads' timelines and requirements, accounting standards, Treasurer's Instructions and the Financial Management Act 2016.
- Ensure budget data in the integrated and expenditure reporting system is maintained on a timely basis, with currency and integrity.
- Provide expert advice in the development of annual budgets for road projects and programs, including annual budgets for entity, operational and financial cost programs and activities.
- Develop budget and program management policies and procedures for processes and the budget systems.
- Manage the provision and maintenance of the automated budgeting systems.
- Research for and provide comprehensive evidence and trend based reports and recommendations to the Chief Finance Officer and Senior Management that will improve the performance of expenditure and revenue budgets and programs against Main Roads' targets.
- Provide expert advice for program planning and funding information, and guidance on complex issues.
- Prepare consolidated management reports of the total Main Roads' program.
- Manage the preparation of reports and commentary on program progress and performance.
- Ensure that internal budgeting systems are reconciled to State Treasury approvals.
- Prepare professional responses to Ministerials and external stakeholder correspondence.

Leadership and Management

- Provide expert advice to the Chief Finance Officer and Senior Management with preparation of responses to ministerial, correspondence, Media enquiries and Estimates notes.
- Manage employee behaviour, performance and development.

Stakeholder Relationships

- Liaise, consult and negotiate with external stakeholders, including the Department of Treasury and the Transport Portfolio in the management of the Road Programs.
- Represent Main Roads on external committees and working parties in relation to budget and program management matters.
- Business partnering and collaboration with the Finance Services Branch (Management Accounting and Financial Accounting Sections) regarding program management capability including financial performance.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL

MANAGER BUDGET AND PROGRAMMING

LEVEL 8

POSITION NO
P0058270

BUDGET AND PROGRAM FINANCIAL PERFORMANCE MANAGER LEVEL 7

POSITIONS UNDER DIRECT SUPERVISION

List the position numbers, titles and levels of positions directly supervised

ALL POSITIONS UNDER CONTROL

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Program Management Officer (State Roads)	LEVEL 5	Salaried, Wages	1
Budget Officer	LEVEL 5		1
TOTAL			2

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**ESSENTIAL:**

Comprehensive skill, knowledge and experience in:


- budget development, program management and budget financial performance reporting in a large and complex organisation in accordance with Australian Accounting Standards
- development, application and maintenance of a complex budget and program management reporting systems and policies
- building and enhancing stakeholder relationships
- research, analysis and problem solving
- managing employee behaviour, performance and development
- Knowledge of:
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

DESIRABLE:


- A Degree in Commerce (Accounting or Finance).
- Membership of a recognised Professional Accounting Body at CPA or ACA or FPA.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 20.12.2019
BRANCH/SECTION HEAD

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

SIGNATURE  DATE 20/12/2019
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 24/12/19
MANAGER HR BUSINESS