



Job Description Form

Our Purpose

To provide safe, customer-focussed, integrated and efficient transport services.

Position Title
Financial Analyst

Level
5

Position Number
34885

Division/Directorate
Transperth System Regional School Bus Services

Branch/Section
Administration

Effective Date
February 2020

Health Task Risk Assessment Category
5

Reporting relationships

Superordinate: Finance Manager, L7
Subordinates: No Direct Reports

Key role of this position

- Manages the review, development and implementation of SmartRider financial policies and procedures.
- Leads the conceptual and analytical review of the accounting control card files and databases.

Core duties and responsibilities

Project Management

- Leads the development of policies and procedures, and ensures that business process and policies adhere to government and corporate governance frameworks, the Public Transport Authority's (PTA) business needs and relevant legislation.
- Liaises with contractors, suppliers and stakeholders to facilitate the development and delivery of projects.
- Undertakes research and prepares project specific reports as required.
- Advises, coaches and assists the team members to facilitate an effective transition to business solutions and systems.

Financial Management

- Works with others to ensure the effective alignment and integration of the revised policies with financial management legislation.
- Manages and leads the business process review of the SmarTrack financials, including scoping, planning, developing and implementing the changes.
- Works closely with the Divisional Heads to ensure that SmarTrack finance processes and systems align with the core business and provides the necessary reporting to assist decision making.
- Identifies, investigates analyses, proposes and initiates strategies to resolve issues relating to the financial business solution for SmarTrack.

Other

- Contributes to the PTA’s strategic plans and directions.
- Represents the PTA in consultation and negotiations with internal and external stakeholders.
- Carries out other tasks and functions that are within the limits of the employee’s skills, competence and training as required.

SELECTION CRITERIA

1. Core Competencies

- Relevant technical expertise, including:
 - Substantial knowledge, understanding and experience working with ticketing systems and financial management systems in large organisations.
 - Good understanding of financial project management.

2. Communication and Interpersonal

- Well developed interpersonal and communication (written and verbal) skills, including an ability to:
 - Work constructively in a team environment with a capacity to support/encourage/mentor as required.
 - Build and maintain effective working relationships.
 - Negotiate required outcomes and/or resolve conflicts.

3. Conceptual, Analytical and Problem Solving

- Highly developed conceptual and analytical skills, with proven ability in business processes, design and implementation.

4. Organisation

- Well developed planning and organisation skills.

5. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.

Certification

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

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position’s duties are to be performed in accordance with the PTA’s Code of Conduct and the PTA’s Values.

.....
Signature

.....
Date

