



About the Western Australian Museum

The Western Australian Museum aims to inspire people to explore and share their identity, environment, culture and sense of place, and to contribute to the diversity and creativity of our world.

The Museum preserves, documents and shares collections relating to the State's natural and cultural heritage. It collaborates with people across Western Australia to share the stories and voices of diverse communities. It works alongside national and international organisations, contributing to global research, promoting life-long learning, and developing and hosting world-class exhibitions.

Established in 1891, it has evolved over the past 130 years to become a vibrant centre of inspiration, learning and enjoyment for all Western Australians, as well as the primary home of the State's natural science and cultural heritage collections.

Today, the Western Australian Museum has seven public locations and provides inclusive spaces where people can explore what it means to be Western Australian. It also has a Collections and Research Centre that houses more than eight million objects which are safeguarded for the benefit of future generations.

The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries (DLGSC). The Department facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

Mission

To inspire and challenge people to explore and share their identity, culture, environment and sense of place, and to experience and contribute to the diversity and creativity of our world.

Vision

To be an excellent and vibrant Museum, valued and used by all Western Australians and admired and visited by the world.

Values

- Accountable
- Inspirational, Inclusive and Accessible
- Enterprising and Excellent
- Sustainable



**WESTERN
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MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

Details

Position Title

Procurement and Finance Officer

Position Number

14924

Classification Level

L4

Award/Agreement

PSA

Directorate

Corporate and Strategy

Branch/Team

Finance

Physical Location

Welshpool , Perth

Effective Date

23 November 2020

Reporting Relationships

Position reports to

Financial Management and Reporting
Officer L5

Positions reporting to this position

- nil

Purpose of the position

The Procurement and Finance Officer develops and manages low risk contracts and provides advice to key stakeholders at WA Museum. This involves preparing draft procurement and contract management plans, routine tenders and tender evaluation, and assisting with other contract development and contract management projects. Supporting the efficient operations of the purchasing, accounts payable and corporate credit card processes. Providing support in the delivery of the financial services in accordance with approved accounting, procurement and legislative frameworks.

Statement of duties

1. Develops and manages contracts, procurement for tender/quotation documentation and contracts register in consultation with Museum staff and DLGSC Procurement whilst maintaining current information on Tenders WA for the WA Museum.
2. Coordinates data provided to Tenders WA and evaluates effectiveness of contracts and performance against defined performance indicators.



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3. Coordinates complex contract planning process and prepares contract extensions and variations in consultation with contract managers and provides procedural and policy advice and contract management support.
4. Coordinates annual State Supply Commission compliance audit.
5. Contributes to end of month reconciliations for accounts payable, accounts receivable and corporate credit cards.
6. Maintain corporate credit cards compliance with policy requirements, ensuring accurate entry of credit card transactions into the financial system, maintaining the online system, and providing advice to staff for WA Museum.
7. Updates finance system with new assets and assists in annual stocktaking.
8. Coordinates vehicles management with State Fleet and Fleetcare ensuring compliance government policy.
9. Coordinates and compiles annual information for Self-Insurance Risk Declaration (SIRD) for RiskCover and manages RiskCover claims.
10. Develops policies and procedures for procurement and finance.
11. Other duties as required with respect to the skills, knowledge and abilities of the employee.

Compliance and legislative knowledge

- Comply with the DLGSC Code of Conduct;
- Comply with applicable DLGSC policies and procedures, WA Museum policies and procedures, and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

Work related requirements

Essential

- 1 Experience in procurement, and contract development, management and administration.



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- 2 Good level written communication skills with the ability to prepare procurement and technical documents.
- 3 Demonstration of well-developed verbal and interpersonal communication skills, with the ability to liaise, consult and negotiate with a variety of individuals.
- 4 Demonstrated research, analytical and problem-solving skills.
- 5 Demonstrated experience in financial accounting services including accounts payable and purchasing functions, using financial management information systems.
- 6 Demonstrated ability to plan and prioritise work assignments within the team to ensure goals and objectives are achieved.

Desirable

1. Knowledge of government finance and procurement policies, issues and strategic directions

Key relationships/interactions

DLGSC, Internal staff across the WA Museum, External suppliers

Key challenges

Implementation of the Government's financial requirements

Ensuring a sustainable finance future for the Museum against a background of budgetary constraint and growth in demand for services.

Special conditions

Nil

Appointment is subject to:

1. Eligibility to Work in Australia.

Training:

1. Complete induction within three months of commencement.
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2. Complete any training specific to the role required by Departmental or WA Museum policy.
3. Complete the Department's Accountability and Ethical Decision Making training within six months of appointment.