

Job Description Form



The State Library connects Western Australians with information and ideas.

Our Organisation Values:

- We value Western Australia's unique and diverse stories
- We believe knowledge has the power to transform lives and information should be freely available to everyone
- We keep the community at the heart of our decisions about collections, programs and services
- We collaborate to benefit the community
- We recognise that Western Australia is a large state with diverse needs

POSITION DETAILS

Position Title: Chief Finance Officer	Position Number: 10693	Classification Level: Level 7
Directorate: Strategic and Corporate Services	Award/Agreement: PSA 1992/ PSGO CSA GA	Location: Perth Cultural Centre
Reports To: 12165 Director Strategic and Corporate Services, Level 8		
Direct Reports: 12837 Senior Budget and Finance Analyst, Level 6		

ROLE OF DIRECTORATE

The Strategic and Corporate Services Directorate supports the organisation in the areas of financial management and budget planning, information and communication technology, human resources services, building maintenance services, payroll, financial processing and ICT services are provided in collaboration with the Department of Local Government, Sports and Creative Industries.

PURPOSE OF THIS POSITION

Undertakes the functions and responsibilities of the Chief Finance Officer for the State Library of WA (SLWA) and ensures compliance with the Financial Management Act 2006 and other legislation. Assist the Director to meet the requirements of the Strategic Business Plan. Provide high quality financial management advice to the CEO, Library Board and its Committees and Senior Management Team.

Some financial management services are provided in conjunction with the Department of Local Government, Sports and Creative Industries and this position works on behalf of the SLWA to ensure these services meet the needs of the organisation.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Financial Reporting

- Responsible for the overview and completion of the SLWA annual financial statements.
- Prepares high quality and timely financial reports for the Executive Team, Finance Committee and Board as required.
- Oversee the preparation of the SLWA annual Operational and Capital budgets including the preparation of Business Cases as required.

2. Strategic Finance

- Responsible for the functions of the Chief Finance Officer of the SLWA as prescribed in the Financial Management Act 2006, Treasurer's Instructions and other relevant legislation requirements.
- Provides high level strategic and technical advice to the Director Strategic and Corporate Services, the CEO and the Library Board and its Committees.
- Manages the relationship with the Department of Local Government, Sports and Cultural Industries, Treasury and the Office of the Auditor General.
- Develops appropriate financial management policies for the SLWA.
- Work proactively and collaboratively across the organisation to build financial management capabilities.
- Oversee the monitoring of SLWA Key Performance Indicators and the provision of analysis and reporting to the Library Board and its Committees.

3. Management

- Leads a small team and promotes a work environment and culture that empowers, motivates staff and promotes development of job relevant skills and potential.
- Develops and implements Branch plans in accordance with the SLWA strategic plan.
- Ensures SLWA meets Government compliance and audit requirements.

4. Other duties as required with respect to the skills, knowledge and abilities of the employee.

Corporate Responsibilities:

1. Demonstrates the Library's values
2. Adheres to the Public Sector Code of Ethics and the Department's Code of Conduct
3. Acts safely and in accordance with the Department's Occupational Health and Safety Policy and Procedures.

WORK RELATED REQUIREMENTS

Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of the position:

Essential:**1. Technical Skills and Knowledge:**

- Current membership of either CPA Australia as a CPA; Chartered Accountants Australia and New Zealand as a Chartered Accountant; the National Institute of Accountants as a Professional National Accountant; or appropriate membership of an overseas accounting body that is approved in writing by any two of the aforementioned bodies as having requirements for membership equivalent to those of the approving body.
- Significant recent experience in providing strategic financial management services in a large or medium sized organisation.
- Strong conceptual, financial analytical and evaluation skills, including the ability to provide high level innovative solutions to complex problems and perform complex financial modelling.

2. Shapes and Manages Strategy:

- Demonstrated ability to shape strategy and lead, manage and organise people to provide effective services to deliver organisational objectives.
- Anticipates issues and leads in the development of innovative solutions.

3. Achieves Results:

- Proactive and solutions focused.
- Decisively manages organisational deliverables and ensures continuity of operations.
- Demonstrated ability to deliver intended results and maintain a culture of quality and achievement within the team.

4. Builds Productive Relationships:

- Demonstrated capacity to build and maintain strong professional relationships with internal and external stakeholders together with strong negotiation and consultation skills.

5. Exemplifies Personal Integrity and Self Awareness:

- Demonstrates professionalism and personal integrity.
- Shows a high level of adaptability to technological change.
- Demonstrates resilience in achieving objectives despite difficult circumstances or criticism.
- Easily understands new concepts and ideas and applies them appropriately.

6. Communicates and Influences Effectively:

- Confidently presents messages in a clear, concise and articulate manner.
- Communicates complex information in a clear, articulate and compelling manner to engage and influence internal and external stakeholders.

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Completion of 100 point identification check.
2. Evidence of the right to work in Australia.
3. Successful pre-employment Integrity Check.
4. Successful Criminal Record Screening Clearance (no older than 6 months).
5. Evidence of essential qualification/s, professional membership/s, licences etc, verified prior to appointment. (All overseas qualifications must have been assessed for Australian equivalence).

SPECIAL CONDITIONS

1. Occasional travel to Portfolio offices.

CERTIFICATION

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

..... Date (DD/MM/YYYY)
Manager Signature

..... Date (DD/MM/YYYY)
Employee Signature

Effective Date:

01/11/2019

(JDF registered date)