

JOB ROLE STATEMENT

FINANCIAL PERFORMANCE MANAGER LEVEL 6

DIRECTORATE METROPOLITAN AND SOUTHERN REGIONS
BRANCH METROPOLITAN REGION **POSITION NO** P0063248

KEY RESPONSIBILITIES

Manage the financial management function of the Metropolitan Region, including all financial components relating to the development and management of the Region's programs. Monitor, review and analyse the Region's finances and make recommendations for program changes in order to maximise programs delivery.

KEY DELIVERIES

Financial Management and Financial Programming

- Manage the financial management function of the Region in accordance with the Financial Management Act (2006), Treasurer's Instructions and Main Roads' policies, standard and procedures.
- Manage the development and management of all financial components of the Region's annual programs.
- Prepare, analyse, and present reports and provide interpretive advice on all aspects of the Region's financial management and performance.
- Oversee and provide specialist advice in respect to financial management components of the Metropolitan Local Roads Program and provide specialist advice for managing programming matters, issues and options.
- Provide specialist advice and recommendations to the Director Metropolitan Operations, Senior Managers and various committees on the Region's financial performance issues and financial opportunities to maximise program delivery.
- Critically review the annual financial delivery performance of the Region's programs and manage end of financial year reconciliation and reprogramming requirements.
- Identify risks and report on funding issues affecting program delivery including options to mitigate risks and issues.
- Manage the development and continuous improvement of financial processes and practices.

Leadership and Management

- Provide specialist advice, guidance and training in financial management to the Region's Senior Managers, Project Managers, Program Co-ordinators, Business Manager and Business Services Co-ordinator.
- Contribute to the formulation, application and review of the Region's policy, standards and strategy.
- Contribute to the development of the Region's Business Plan.
- Facilitate the effective communication and information on financial matters between the Region, the Metropolitan and Southern Regions Directorate's support group and the Finance and Commercial Services Directorate.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

Stakeholder Relationships

- Collaborate with the Region's Branch Managers, and other Main Roads' Directorates to achieve the Region's financial objectives.
- Collaborate with key stakeholders, both internal and external, and contribute to the achievement of agreed outcomes.

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 ASSET MANAGEMENT AND ROAD PROGRAMS **LEVEL 8** **POSITION NO** P0055943

FINANCIAL PERFORMANCE MANAGER LEVEL 6

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

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

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Local Government Roads Program Co-Ordinator LEVEL 5		Salaried, Wages	3
TOTAL			3

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

- Substantial skill, knowledge and experience in:
 - financial management including budgeting, reporting principles, practices and systems in a large and complex organisation
 - financial performance research, analysis and problem solving
 - information systems and databases, including financial systems
 - building and enhancing stakeholder relationships
 - managing technological, physical, and other resources within agreed allocations to meet agreed outcomes
 - managing employee behaviour, performance and development
- Knowledge of:
 - road programming and/or asset management
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

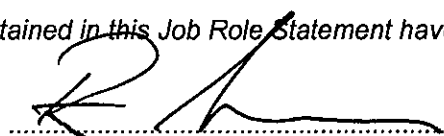
DESIRABLE:

- A Degree in Commerce or Business (Management or Accounting or Finance), or Economics.

CERTIFICATION

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

SIGNATURE

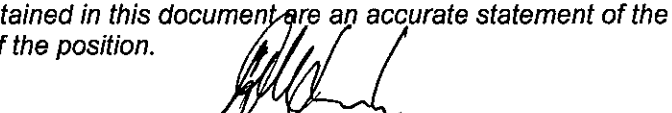

BRANCH/SECTION HEAD

DATE

25/05/2021

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

SIGNATURE

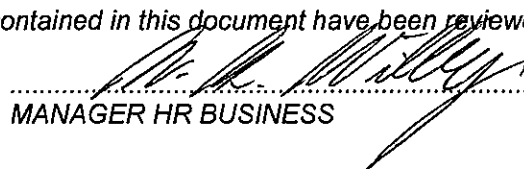

EXECUTIVE DIRECTOR METRO + SOUTHERN REGIONS

DATE

25/5/2021

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

SIGNATURE


MANAGER HR BUSINESS

DATE

25/5/21