

**JOB ROLE STATEMENT****BUDGET OFFICER  
LEVEL 5****DIRECTORATE**  
**BRANCH**FINANCE AND COMMERCIAL SERVICES  
BUDGET AND PROGRAM MANAGEMENT**POSITION NO** P0070722**KEY RESPONSIBILITIES**

Provide specialist support with the preparation of the consolidated annual and outer-years programs, the development, monitoring and reporting on the financial activities (Budget, Expenditure and Revenue) of Main Roads. Take action(s) to ensure that internal budgeting systems align with external approvals. Develop, maintain and provide financial management reporting for program development and monitoring.

**KEY DELIVERIES****Budget and Program Management**

- Provide specialist support with the management of the budget and program development process and the preparation of the annual budget and the outer-years programs.
- Monitor, analyse, interpret and make recommendations on the financial performance of projects and programs ensuring the early identification of variations, trends, issues, solutions and opportunities. This task includes the addressing of issues such as expenditure versus budgets versus receipts, both actual and forecast, and reasons for variations with recommendations of appropriate actions.
- Ensure budget data within internal budgeting systems is maintained on a timely basis, with accuracy and reliability.
- Co-ordinate communications with external funding providers, including monthly financial reporting, annual and quarterly acquittals and recoups.
- Provide specialist support to Directorates in the preparation of their Directorate budget submissions and review proposed changes to their budgets for all funded programs in accordance with established procedures and guidelines.
- Research and recommend improvement(s) to Senior Managers, as it relates to Budgets, Actuals and Revenues, in the performance of programs and projects against Main Roads' target.
- Provide specialist support to the Budget Committee and other stakeholders in the process of preparing the Main Roads' annual budget.
- Provide specialist support to the Budget Committee and other stakeholders by monthly internal reporting and data analysis, and with the preparation of Main Roads' requests for State funding.

**Policy, Procedures and Systems**

- Provide a consultancy and advisory service to Directorates for matters relating to the budget process for individual projects and programs.
- Provide specialist support with the development of budget and program management policies and procedures for processes and the budget systems.
- Undertake regular reviews of budgeting procedures and processes including recommendations to ensure their currency and relevance.
- Provide system improvement recommendations to the Manager Budget and Programming.
- Provide specialist support and advice for program planning, funding information and guidance.

**Stakeholder Relationships**

- Business partner and collaborate with Directorates regarding program management capability improvements, including financial performance.
- Maintain effective working relationships with Directorates that facilitate better and easier access to data regarding Main Roads' projects and other programs.
- Liaise and consult with external stakeholders, including Local Government and the Transport Portfolio agencies on Main Roads' projects and other programs.
- Liaise with stakeholders to balance the requirements and expectations of the State funded Program.

**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 OFFICER LEVEL 5

### 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
		Salaried, Wages	
<b>TOTAL</b>			_____
<b>TOTAL</b>			_____

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

#### ESSENTIAL:

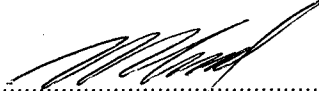
- Considerable skill, knowledge and experience in:
  - budget and financial management in a large financially complex organisation
  - financial performance reporting including monitoring, research, analysis, interpretation
  - identifying and conceptualising financial data trends, patterns and issues and providing recommendations to address those insights
  - building and enhancing stakeholder relationships
- Knowledge of:
  - computerised financial systems and change control processes
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

#### DESIRABLE:

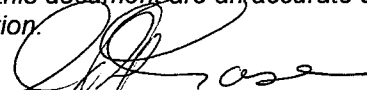
- A Degree in Accounting or a relevant discipline.

### CERTIFICATION

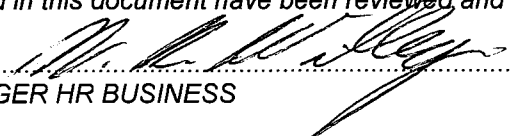
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 1.10.2021  
 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 04/10/21  
 EXECUTIVE DIRECTOR

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

SIGNATURE  DATE 4/10/21  
 MANAGER HR BUSINESS