



POSITION DETAILS

Position Title

General Manager – Finance – Gaming and Wagering Commission

Classification Level

Level 8

Division/Directorate

Gaming and Wagering Commission

Physical Location

140 William Street, Perth

Employment Type

Fixed-Term

Position Number

15769

Award/Agreement

Public Service Award 1992, or any other prevailing industrial instruments

Branch/Section

Regulation

Effective Date

23/01/2023

Employment Status

Part time

REPORTING RELATIONSHIPS

Position reports to

Chief Executive Officer – Gaming and Wagering Commission

Positions reporting to this position

N/A

PURPOSE OF THE POSITION

The General Manager, Finance is responsible for ensuring the financial, human, and operational resources of the Gaming and Wagering Commission of WA (the Commission) are effectively deployed to support the delivery of the Commission's responsibilities. This position oversees all statutory financial and reporting obligations for the Commission including financial management, procurement, and internal assurance and auditing for the purpose of reform, regulation and maintaining the Commission's integrity of gaming and wagering activities in Western Australia.

This position is the Chief Finance Officer of the Commission. The incumbent will be employed by the Department of Local Government, Sport and Cultural Industries (DLGSC) but will work for the Commission for the duration of their employment. This position works closely with the DLGSC Chief Finance Officer who have oversight of financial management at the department, the Department of Treasury communications, requests and actions.

ABOUT THE GAMING AND WAGERING COMMISSION

- The Commission is responsible for administering the law relating to gaming and wagering, subject to the *Gaming and Wagering Commission Act 1987*, the *Casino Control Act 1984*, the *Betting Control Act 1954* and the *Racing and Wagering Western Australia Act 2003*. The *Gaming and Wagering Commission Act 1987* establishes the Commission to control and regulate gambling in the industries of gaming and wagering. It provides the regulatory framework enabling permitted gambling.
- The duties of the Commission are to:
 - o administer the law relating to gaming and wagering;
 - o review the conduct, extent, and character of gambling operations and the provision, use and location of gaming and wagering facilities;
 - o formulate and implement policies for the scrutiny, control, and regulation of gaming and wagering, taking into consideration the requirements and interests of the community as a whole and the need to minimise harm caused by gambling;
 - o consider and where appropriate to inspect, examine or investigate premises, gaming equipment, operations and persons concerned with gambling in relation to approvals for permits or certificates;
 - o administer all matters relating to any casino complex, licensed casino, casino key employee, casino employee or gaming in a casino;
 - o to enforce, and to prosecute persons contravening, the laws relating to gambling; and
 - o provide advice to the Minister on any matter relating to gaming and wagering and make recommendations to the Minister in relation to gambling.
- The Commission is a State Government statutory authority and has obligations under the *Financial Management Act 2006* and associated Treasurer's Instructions.

ABOUT THE DEPARTMENT

- The Commission is a statutory authority for which the DLGSC provides services by agreement.
- The DLGSC facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.
- In accordance with section 18 and 19 of the *Gaming and Wagering Commission Act 1987*, the Director General and officers of the DLGSC assist, as is reasonably practical, the Commission in carrying out its functions. This includes the provision of staff and resources to deliver policy, compliance and licensing activities related to the regulation of community gaming, casino gaming and wagering industries as well as oversight of monies paid by regulated entities/persons. Support services including financial management, procurement, human resources, and governance.

MISSION

To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.

VISION

Creating a vibrant, inclusive and connected WA community.

VALUES

Customer
Focused
Responsive
Respectful
Accountable
Innovative

DUTIES OF THE POSITION

This section outlines the essential results and outcomes required of an individual in this position.

1. Financial Reform, Regulation, Analysis and Reporting

- Undertakes complex financial analysis and audits, providing specialist advice and/or support in relation to budgeting, procurement, and financial matters.
- Provides specialist advice and support on Treasury process, fiscal policy and funding management and associated reporting.
- Oversees various accounts where levies are collected and distributed (such as the Racing Bets Levy, Sports and Wagering Account and the Gaming Community Trust), ensuring associated policies and procedures are maintained for governance and probity purposes.
- Oversees the Commission's fees and charges, the service fee with the DLGSC, contracts for service with other organisations and fees for services provided to the Commonwealth.
- Oversees the preparation of monthly reports as required.
- Manages the budget cycle through reviewing and finalising the Commission's budget and Expenditure Review Committee submissions.
- Oversees required Whole of Government reporting for the Commission including Mid-Year review and development of annual Budget Papers.
- Reviews business cases for funding and advises on financial matters and risk.
- Oversees the preparation and analysis of quarterly and annual key performance indicators for the Commission and attends meetings to provide reports.
- Develops and maintains cash management strategies in accordance with revenue and expenditure projections.
- Develops and maintains financial policies and procedures in line with accounting standards and *Financial Management Act 2006* requirements.
- Ensures compliance with the *Financial Management Act 2006*, Treasurer's Instructions, Australian Accounting Standards Board (AASB) Accounting Standards, *Procurement Act 2020*, Procurement Rules and associated government policies and other financial legislative requirements.

2. Leadership and Innovation

- Provides strategic leadership, advice and direction on the operation and management of the Commission's financial and procurement services.
- Fosters innovative and creative thinking and solutions within an environment of transparency, accountability, and transformation.
- Provides timely analysis and reports on outcomes, trends, opportunities and projection of future resource constraints and requirements.
- Works collaboratively with the DLGSC Chief Finance Officer and the DLGSC Finance and Procurement leadership team and share business knowledge within the finance and procurement function to assist in the delivery of quality customer service.

3. Communication and Stakeholder Liaison

- Builds and maintains effective internal working relationships, providing high level advice and support in relation to the Commission's financial governance services and in accordance with the Service Level Agreement with the DLGSC.
- Builds and maintains effective working relationships with external parties including the Department of Treasury and the Office of the Auditor General on the provision of financial services, ensuring appropriate liaison, consultation and negotiation occurs to meet the objectives of the Commission.
- Fosters professional working relationships with a range of stakeholders including regulated entities, the Commonwealth and organisations for which the Commission provides a service.
- Represents the Commission at relevant forums, committees, reviews and working groups as and when required.

4. Other Duties

- Encourages and fosters a culture that promotes customer service and the provision of high-quality outcomes.
- Other duties, as required that fall within the parameters of the position.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the DLGSC's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meet Occupational Safety and Health, Equal Opportunity, and other legislative requirements in accordance with the parameters of the position.
- Comply with the *Financial Management Act 2006* and associated Treasurer's Instructions, AASB Accounting Standards, *Procurement Act 2020* and Procurement Rules, *Public Sector Management Act 1984*.
- Comply with the legislation relevant to the operations of the Commission.

WORK RELATED REQUIREMENTS

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

Essential

1. Role Specific Requirements

- Relevant tertiary qualification and full membership of an Australian recognised professional accounting body.
- Extensive experience in the application of relevant legislation, Accounting Standards and financial management processes, including contemporary knowledge and experience with financial management information systems in a large and complex organisation.
- Extensive experience in the development and practical application of accounting policies and financial reporting standards and practices in the preparation and analysis of financial statements.
- Substantial experience in the preparation of internal budgets and financial management reports in a large, complex organisation with knowledge of the Government budget framework including strong skills in data analysis, and a high level of conceptual and analytical ability to solve complex problems.

2. Shapes and Manages Strategy

- High level conceptual, problem solving, and analytical skills with an ability to use initiative and strategic thinking to manage a range of complex and confidential matters.

3. Achieves Results

- Highly developed organisational and self-management skills with proven ability to plan and prioritise effectively. Undertake a range of deliverables with strong attention to detail, to deliver quality outputs to strict timeframes.

4. Builds Productive Relationships

- Demonstrate resilience and a strong commitment to providing service excellence, with an ability to influence others.

5. Exemplifies personal integrity and self-awareness

- Exhibits a commitment to public service professionalism, probity and personal development and the ability to engage with appropriate risk, demonstrating resilience when faced with complex challenges.
- Ability to understand and operate within the mission, vision, and values of the Department and the Commission.

6. Communicates and Influences Effectively

- Highly developed written and verbal communication and interpersonal skills including strong relationship management competencies with proven ability to work collaboratively to obtain commitment of key stakeholders to achieve required outcomes.
- Negotiates persuasively.

Desirable

- Experience working in government in a regulatory agency and/or a statutory authority.



ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Appointment is subject to:

- 100-point identification check;
- Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement;
- A pre-employment conflict of interest check will be completed and assessed prior to employment.

Training:

- Complete induction within three months of commencement.
- Complete Accountable and Ethical Decision-Making Training within two weeks of commencement.
- Complete any training specific to the role required by Departmental policy.

CERTIFICATION

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

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Corporate Executive Representative Signature

Date (DD/MM/YYYY)