



Job Description Form

Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

Position Title

Senior Budget Accountant/ Technical Advisor

Level

6

Position Number

36382
(Nominated)

Division/Directorate

Finance and Contracts

Branch/Section

Budgeting

Effective Date

March 2023

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Manager Budget & Financial Planning Level 8

Subordinates: No Direct Reports

Key role of this position

Provides strategic Capital Budgeting expertise for the Capital Budget improvement program, mainly for the implementation of the Capital Budgets data warehouse and associated processes and reporting. Assists with the implementation and integration into the project hub from a budget process view.

Core duties and responsibilities

- Contributes to the achievements of the Capital Budgets Improvement Program objectives and compliance obligations by providing technical and strategic advice.
- Liaises with the budgeting stakeholders from across the business, translate requirements and needs to implementation teams that include external solution providers and PTA Information Technology (IT) division personnel.
- Critically evaluates information gathered from multiple sources, deconstruct high-level information into detailed requirements, extrapolate low-level information to a common understanding and distinguish requests from the underlying requirement.
- Lead and contribute to analysis, insights and expertise to implementation teams to address complex business issues.
- Drives process improvements in the context of broader budgeting improvement objectives.
- Establishes and maintains relationships with stakeholders at all levels and builds trust through consistent actions, values and communication.
- Carries out any other duties as required

SELECTION CRITERIA

1. Core Competencies

- Tertiary qualification in Accounting, Finance, Commerce or Business.
- Considerable budget management experience in a complex and/or medium-large environment.
- Considerable experience developing, reviewing and implementing accounting policies, procedures and systems.
- Considerable knowledge of Australian Accounting Standards and the Financial Management Act (FMA).
- Demonstrated knowledge of budgeting systems and data management.

2. Communication and Interpersonal

- Highly developed verbal, written and interpersonal communication skills, including the ability to resolve problems, negotiate and consult with a range of stakeholders.
- Ability to work in a team and to contribute to the attainment of team goals and outputs.

3. Conceptual, Analytical and Problem Solving

- Proven ability to analyse and resolve problems and the ability to liaise and negotiate with both internal and external clients.
- Demonstrated knowledge and experience in working with complex technology-based systems (e.g. databases, information management systems, etc).
- Ability to interpret and apply legislation in policy/procedure development or review.

4. Organisation

- Sound project delivery skills and experience, with a proven ability to meet milestones and deadlines.

5. Computer Literacy

- Proficient in the use of Microsoft Windows based computer software including Word, Excel, Access and other computer applications and technology relating to budgeting.

6. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.

Certification

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

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date