



Our Values

Solutions focused | Committed people | Working collaboratively | Making a difference

Role Statement

Role Title:	Analyst – Treasury Management
Level:	Level 5
Position Number:	00032925
Business Unit:	Office of the Deputy Under Treasurer
Responsible to:	Principal Analyst – Treasury Management
Direct Subordinates:	Nil

About Treasury

We provide expert financial, economic and resource management advice to help the Government achieve its economic and fiscal objectives and ensure the efficient delivery of priority public services and infrastructure for the benefit of all Western Australians.

We support the Treasurer, the Expenditure Review Committee, and Cabinet by providing solutions-focused policy advice. In doing so, we directly influence decisions impacting Western Australia's economy, finances, society, and environment.

Our strategic goals are to:

- Goal 1: Promote fiscal sustainability and value for money outcomes;
- Goal 2: Promote a strong, competitive and diversified economy; and
- Goal 3: Enhance organisational capability and agility.

Reflecting our role at the centre of Government decision-making, we are committed to the highest standards of quality, integrity, and service. We champion a culture which respects and celebrates diversity and equity in the workplace and in our work.

About the Business Unit and Directorate

The Office of the Deputy Under Treasurer supports priorities that fall across Treasury and across Government, through the oversight of the State finances, Infrastructure Strategy and Performance, Budget Coordination and Transport, and Financial Policy and Operations directorates.

The role of the Financial Policy and Operations Directorate is to:

- provide advice in relation to the development, review, interpretation and application of the State's financial management and accountability framework which includes the *Financial Management Act 2006* and the enabling legislation of statutory authorities; and

- manage, administer and provide advice on whole of government treasury operations, including cash flow management and liquidity, investment of the Public Bank Account, Consolidated Account Debt management and the monitoring and mitigation of operational and financial risks.

About the Role

This role assists with the critical function of monitoring government’s substantial cash inflows and outflows, formulating cash flow forecasts to ensure sufficient liquidity to meet Government’s requirements, and contributes to strategic decisions with regard to investment and debt management strategies.

All liquidity, borrowings and investment transactions are undertaken in accordance with the State’s financial management framework, including relevant legislation, policies, targets and limits.

Work requirements for the role include (but are not limited to):

- Assisting the Principal Analyst Treasury Management with managing cash and liquidity, to support the effective functioning of the Western Australian Government sector, ensuring that critical balances are not overdrawn;
- Contributing to the preparation of accurate daily and long-term cash flow forecasts for the Public Bank Account, which is comprised of approximately 300 individual bank accounts and transactions totalling over \$200 billion per annum;
- Building and maintaining effective relationships with internal and external stakeholders to achieve desired outcomes, including Treasury’s State Finances, Western Australian Treasury Corporation, the State Government’s banker and an array of government agencies;
- Submitting accurate and timely investment instructions in the Western Australian Treasury Corporation Client Portal;
- Preparing regular and ad-hoc reports, such as the weekly Liquidity Report;
- Ensuring that relevant policies and procedures documentation is updated and reviewed;
- Assisting with calculating and arranging the payment of interest on interest-bearing accounts within the Public Bank Account; and
- Assisting, as required, with other Treasury Operations tasks such as establishing and maintaining bank accounts for the Public Bank Account arrangement.

Key Stakeholders

WHO	WHY
Internal	
Manager Treasury Operations	To keep informed of key cash and liquidity matters
Principal Analyst – Treasury Management	To provide support, share information, co-ordinate deliverables and liaise on development and training
External	
Other State Government Departments and Government Trading Enterprises	Liaise with agency contacts regarding updates to cash flow forecasts
Commonwealth Bank of Australia	Current provider of the State Government’s transactional and merchant banking services
Western Australian Treasury Corporation	Provider of investment and borrowing services

Core Capabilities

The five core capabilities below form part of [Treasury's Capability Framework](#). They articulate the desired behaviours and skills required for successful performance in a role at Treasury. Each capability is supported by a set of behavioural indicators which are accessible from the Treasury website (www.wa.gov.au/treasury) [Careers page](#).

Applicants will be assessed on the following essential capability requirements. You will need to ensure you consider the behavioural indicators relevant to the classification level and within the context of the advertised role.

- 1. Shapes and Manages Strategy**
Anticipates, analyses and evaluates information. Displays innovative thinking and is solutions focussed.
- 2. Achieves Results**
Works independently and proactively collaborates with others to achieve results. Displays a strong work ethic and resilience.
- 3. Builds Productive Relationships**
Builds trust and effectively works together with a diverse group of internal and external stakeholders to achieve mutually beneficial outcomes.
- 4. Displays Personal Drive and Integrity**
Displays judgement, initiative and professionalism. Proactively seeks to continually learn and develop.
- 5. Communicates and Influences Effectively**
Communicates complex information in a clear and effective manner for the target audience.

Essential Role Specific Requirements

1. Demonstrated experience using Microsoft Excel (or similar application) and/or a financial management system to prepare and update financial forecasts.

Desirable Role Specific Requirements

1. Experience in the management of monies and financial resources, including cash flow management, debt, and investment management.
2. Tertiary qualification in Commerce, Accounting, Economics, Finance or similar; and
3. Knowledge of State Government financial management principles and practices.