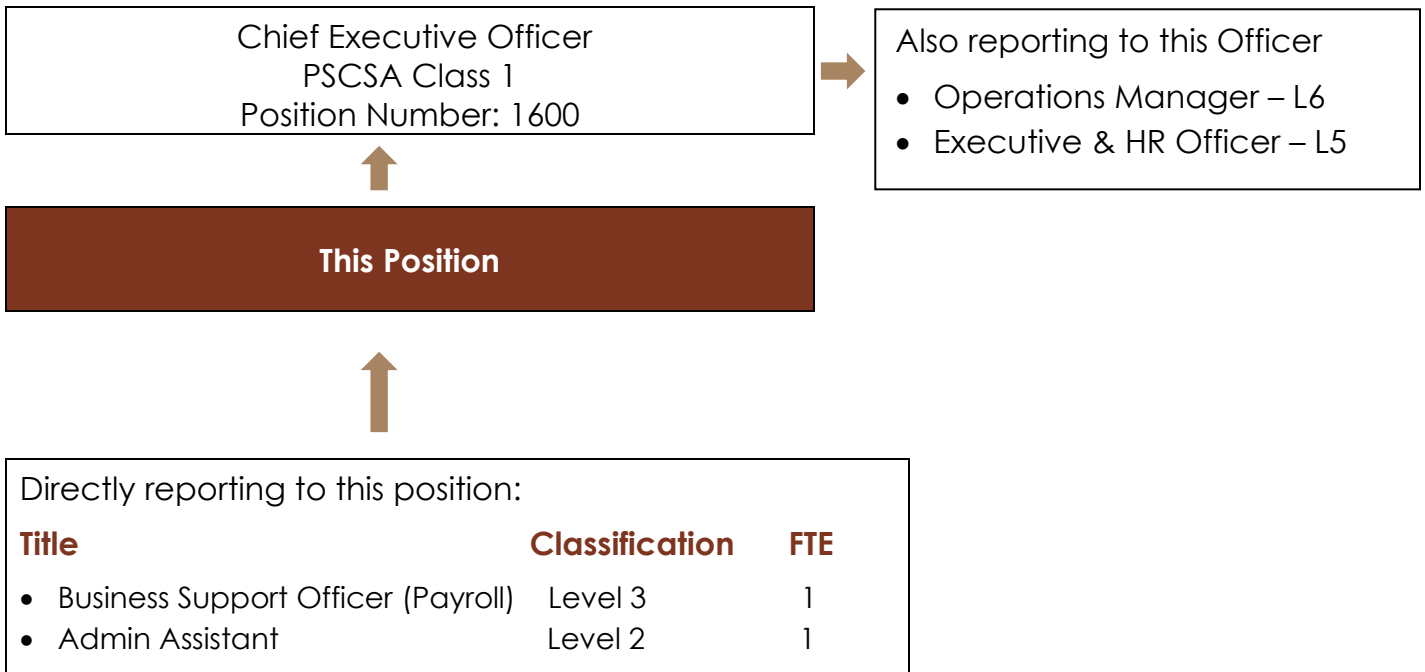


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Chief Financial Officer
Western Australian Meat Industry Authority
Public Sector CSA Agreement
Classification: Level 7
Position Number: 1601
Location: Muchea

Section 2 – REPORTING RELATIONSHIPS



Section 3 – KEY RESPONSIBILITIES

Manage and undertakes the provision of financial management services including statutory financial reporting, effective financial systems and structures and the provision of financial planning and policy advice.

Section 4 – KEY RESULT AREAS AND DUTIES**FREQUENCY:** D – Daily, W – Weekly, F – Fortnightly, R – Regularly, O – Occasionally, A – Annually

Duty No.	Details	Freq.	%
1.	Financial Management	D	70
1.1	Undertakes the role of the Chief Financial Officer in accordance with the requirements of the Financial Management Act, Public Sector Management Act & Treasurer's Instructions.		
1.2	Reports to the Board and Finance Committee (via CEO) on financial matters including presentation of management accounts, annual reports and statements and capital business cases.		
1.3	Develops strategies, policies and systems to support the effective reporting and analysis of WAMIA's financial performance		
1.4	Develops, implements and evaluates financial systems and structures including the Chart of Accounts, General Ledger and Accounting Manual.		
1.5	Provides effective and timely management information to WAMIA management including monthly management reports (internal reports, balance sheet and profit and loss)		
1.6	Manages the collection, analysis and preparation of financial management reports and statements to meet external corporate and statutory reporting obligations.		
1.7	Prepares the annual financial statements in accordance with Australian Accounting Standards and Financial Management Act and obtains external audit signoff.		
1.8	Preparation of the budget, monitors and reports budget variances and undertakes periodic budget review.		
1.9	Responsible for the Accounts Receivable and Payable functions.		
1.10	Assists with the capitol works programme, including assisting in the coordination and preparation of annual Capital Work Submission, complex costing for business cases and financial modelling.		
1.11	Monitors and reviews cash position of WAMIA to ensure effective cash management.		
1.12	Inputs data into the Western Australian Governments "SIMS" financial management system (including reformatting the financial data, preparation of the statement of cash flows) and associated Western Australian government's financial management systems.		
1.13	Ensures compliance with taxation reporting requirements and Australian accounting standards including the preparation of GST, FBT, payroll and other ad hoc reports as required.		
1.14	Responsible for the Fixed Assets Register.		
1.15	Ensures compliance with government and statutory reporting obligations.		
1.16	Effectively manages, coordinates the annual internal and external audit functions for the Authority.		

2. Budget Management and Coordination	W	20
2.1 Responsible for the coordination of the annual budgeting process including new resource proposals, strategic asset management and capital investment plan, mid-year review and full year forecasts.		
2.2 Prepares the Annual Budget Submissions to the Department of Treasury and Finance.		
2.3 Prepares financial data that is to be utilised in Ministerial Briefing Notes and other government funding submissions.		
2.4 Enhances budgeting, forecasting, and variance analysis to add increased value to management.		
2.5 Analyses significant budget variations that affect financial performance and financial position and provides expert advice and/or recommendations regarding appropriate action.		
3. Leadership and Coordination	D	10
3.1 Ensure the efficient and effective management of the Business Support team.		
3.2 Ensure that all team members consistently follow operational processes and provide training, mentoring and support as required.		
3.3 Ensure that all team members work in accordance with WAMIA's Policies and Procedures and develops working relationships with stakeholders, including the Department of Treasury, Department of Finance, WA Treasury Corporation, Office of the Auditor General, clients, contractors and consultants on the provision of management and business services.		
3.4 Manages staff performance and attendance management.		
3.5 Facilitates an environment of customer focus, excellence in service delivery, high performance and accountability within a team environment that values the contribution of all members.		
3.6 Establish and maintain value-based stakeholder and governmental liaison, strategic supplier relationship which meets the Authorities requirements.		
3.7 Works with the leadership team in managing information technology and cyber security mitigation requirements for the Authority.		
3.8 Undertakes other duties as required within the scope of skill and competence of the position.		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WAMIA's values and demonstrate positive commitment to Equal Employment Opportunity, Work Health and Safety, Public Sector Standards, Code of Ethics, Quality Improvement, Performance Management, Customer Focus and maintain confidentiality throughout the course of their duties.

Section 5 – WORK RELATED REQUIREMENTS

Essential Selection Criteria

- 5.1 Degree level qualifications in a relevant discipline and membership of an appropriate professional body as prescribed in Treasury Instruction 824.
- 5.2 Relevant experience with accrual accounting, GST and FBT requirements.

- 5.3 Demonstrated experience in a management accounting environment including financial reporting, accounting and budget preparation.
- 5.4 Understanding and knowledge of Australian Accounting Standards and Financial Management Act.
- 5.5 Experience with relevant computer packages including Word and Excel.
- 5.6 Excellent organisation, time management and problem-solving skills.
- 5.7 Good communication and interpersonal skills with ability to manage a small team and works cooperatively with other staff and department leaders.
- 5.8 Knowledge and commitment to the delivery of quality customer service.

Desirable Selection Criteria

1. Experience in financial management in a property management environment.
2. Knowledge of the computerised Accounting Package Greentree.
3. Knowledge of the Treasury Information Management System.

** Unless otherwise stated in the Job Description Form, all positions within WAMIA require the occupant to be able to use a PC and have a working knowledge of Microsoft Office software.*

Appointment Prerequisites

- Evidence of eligibility to work in Australia
- Completion of a 100 Point Identification Check
- Successful Bankruptcy Screening Clearance
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Medical Clearance
- Current Driver's License
- Provide Training Certificates and Applicable Licenses.
- Successful applicant agrees to participate in Q-Fever Vaccination Program
- Meets any WA government mandatory healthcare requirements.

Section 6 – CERTIFICATION

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

I-Lyn Loo



17/01/2024

Acting Chief Executive Officer

Signature

Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as details in this Document.

Employee Name

Signature

Date

Date Appointed _____

Created on 30.05.2019

Last Updated on 17.01.2024