



Job Description

Director Finance

Level 9

Position Number:	00028816	FTE:	1.0
Directorate:	Corporate	Branch:	Finance Services
Location:	Osborne Park	Position Status:	Permanent
Agreement/Award:	Public Service Award 1992 Public Sector CSA General Agreement 2022 or as replaced		

Reporting Relationships

Reports to:

Executive Director Corporate, Class 2

Other officers reporting to the above office:

Director Human Resources, Level 9

Director Information Services (CIO), Level 9

Principal Consultant, Level 7

Executive Assistant, Level 3

This Office – officers under direct responsibility:

Associate Director Financial Accounting, Level 8

Associate Director Management Accounting and Budgeting, Level 8

Associate Director Training Sector Finance Services, Level 8

Management Support Officer (Finance), Level 3

Key Role Statement

The Director Finance is the Chief Finance Officer and is responsible for leading and directing finance services across the TAFE Sector, which is made up of the Department of Training and Workforce Development and the five TAFE Colleges. The Director Finance leads and directs the strategic management of the total budget for the VET Sector (\$583m recurrent and \$305m Asset Investment Program for 2017/2018). The Director Finance provides strategic financial management advice and direction concerning the financial implications of, and financial risks to, the current and projected services. The Director Finance is also responsible for the provision of transactional finance services to the TAFE sector.

Key Responsibilities

- Responsible for strategically managing the VET sector budget and Asset Investment Program.
- Performs a budgeting and finance function comparable to a central agency for the TAFE Colleges. The Department of Treasury deals directly with the Department on VET sector strategic budget and financial management matters.
- Leads the provision of transactional based finance services for the Department and TAFE colleges, including accounts payable, accounts receivable, financial business systems support, fixed assets, general ledger, cash flow management, taxation services, budgeting and forecasting, statutory management reporting and financial management policy and planning.
- Provides financial advice for the Minister for Training and Workforce Development.
- Leads the preparation of all funding submissions for recurrent and capital funding for the VET sector.
- Leads complex analysis and negotiation of the TAFE sector Section 40 budget estimates and provides recommendations for consideration for the Minister.
- Monitors the financial performance and viability of the TAFE colleges through the analysis of business plans.
- Oversees the budget for the Department for the capital works program.
- Responsible for the consolidation of unaudited data from the TAFE colleges for the Australian Vocational Education and Training Management Information Statistical Standards (AVETMISS) National Report and strategic reporting to the Commonwealth under relevant Agreements.
- Leads the development and maintenance of effective systems that ensure the accurate and timely reporting of financial data to a range of internal and external stakeholders.
- Undertakes strategic leadership to promote and manage the delivery of financial services aligned to the Department's business outcomes.

- Oversees the management of the Department's facilities, building management and fleet operations in accordance with relevant government policies.
- Leads the delivery of high quality, cost effective and efficient services that align with client agencies' strategic directions, key priorities and initiatives, policies, operational practices and Service Level Agreements.
- Ensures compliance in transactional processing relating to the Department's policy and statutory requirements such as the *Financial Management Act 2006*, Treasurer's Instructions and Public Sector Standards.

Selection Criteria

Essential

- Shapes and manages strategy
- Achieves results
- Builds productive relationships
- Exemplifies personal integrity and self-awareness
- Communicates and influences effectively

Other Requirements

1. May be required to work from any Department worksite.
 2. Membership of CPA Australia, Chartered Accountants Australia and New Zealand or equivalent.
-

CERTIFICATION

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

Branch Director:

Name: Graham Thompson

Signature: 

Position: Executive Director Corporate

Date: 12/3/24

Delegated Authority:

Name: Jacqueline Furey

Signature: 

Position: Director Human Resources

Date: 12/3/24

HR USE ONLY

Date Registered on Content Manager: 15/03/2024

Content Manager Reference No: TWD/D24/0050364