



METROPOLITAN  
CEMETERIES BOARD



# JOB DESCRIPTION FORM

OUR VALUES: Compassion, Respect, Understanding and Integrity



## Manager Finance

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**Classification:** Level 7                      **Division:** Corporate Services  
**Position Number:** 1014                      **Directorate:** Finance  
**Location:** Metropolitan sites              **FTE Managed:** 4  
**Leadership Context:** Leading Others  
**Award/Agreement:** GOSAC/PSCSA Agreement 2022 (as amended)

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### About the position

The [Manager Finance](#) is responsible for leading business planning models, policy and system development and leads in the provision of effective budgeting and financial services for the MCB.

### About the Metropolitan Cemeteries Board

The Metropolitan Cemeteries Board (MCB) is a statutory authority responsible for the sustainable management of cemeteries in the Perth metropolitan area: Fremantle, Guildford, Karrakatta, Midland, Pinnaroo Valley Memorial Park, Rockingham Regional Memorial Park and Gnangara Aboriginal Cemetery.

The MCB is a leader in cemetery management, delivering caring and sensitive experience with burial, cremation, memorialisation, community engagement and record keeping services, and is responsible for the licensing of Funeral Directors and Monumental Masons operating at MCB cemeteries.

The [Manager Finance](#) leads a small team that provides strategic financial advice, management systems and tools to inform financial planning and decision making.

### Corporate responsibilities

- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours with the MCB Code of Conduct.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures and complying with applicable work health and safety legislation.
- Performs other duties as required.

### What the position involves



*We are only as good as our people*

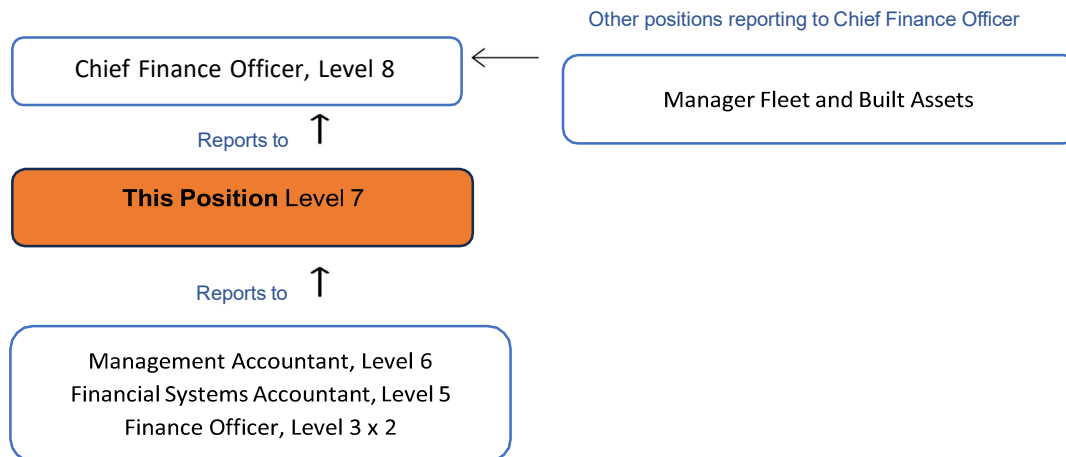
## Financial Management

- Provides strategic financial advice to the Chief Finance Officer on Government financial policy decisions.
- Reports to the Chief Finance Officer on the movements in and performance of, the investment portfolio.
- Develops and updates the products and services costing models to support the development of pricing initiatives and to inform assessment processes for medium and long term sustainability plans.
- Ensures compliance with corporate governance legislation and instructions from the Public Sector Commissioner and the Treasurer to ensure that good agency management and governance protocols are in place to manage risk and streamline business practices.
- Ensures all services and activities are compliant with Australian Accounting Standards and WA Treasury requirements.
- Ensures the development, implementation and ongoing review of Corporate and Business Plans and reports to the Director on performance specified in any related service level agreements. Prepares financial information for the monthly, quarterly and annual financial reporting processes and conducts financial reviews in accordance with policies, procedures and accounting standards.
- Ensures lodgement of MCB's GST Reporting and Fringe Benefits Tax Returns.
- Monitors the integrity of the MCB's financial information and ensures the provision of timely, accurate financial reporting for the MCB and external bodies (including the WA Treasury and the Office of the Auditor General).
- Leads and facilitates the monitoring and review of the MCB's performance indicators and ensures that required financial data is available for this purpose.

## People Management

- Leads and empowers the finance team in developing creative solutions to emerging problems within an environment of transparency and accountability.
- Leads and manages the Finance team and identifies opportunities to improve service provision.
- Aligns the efforts of the finance team in setting realistic and challenging goals and mobilises and directs resources within agreed parameters, e.g. time, cost and quality.

## Reporting relationships



*We are only as good as our people*

## Capabilities required – the behaviours necessary to perform the role

For this role the expected behaviours are demonstrated in the context of [Leading Others](#). The Leading Others context is about motivating and enabling others to deliver high quality work that contributes to the agency.

- **Lead collectively:** Manage your teams work priorities and those of others and outcomes.
- **Think through complexity:** You apply critical thinking techniques to identify a range of appropriate options.
- **Dynamically sense the environment:** You adapt your style depending on the situation.
- **Deliver on high leverage areas:** You are able to scan the environment for possible obstacles and intervene early to mitigate setbacks.
- **Build capability:** You accept that you contribute to the development of others in the team.
- **Embody the spirit of public service:** Assumes responsibility for supporting others to embrace the spirit of public service.
- **Lead adaptively:** You recognise your impact on others and act to model appropriate and suitable behaviours.

## Work related requirements - matching the right person to the job

The selection process includes assessing applications against the role specific requirements listed below and includes the ability to demonstrate how you apply the expected behaviours.

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1. Substantial experience in and understanding of the legislative framework, policies and contemporary financial management practices in the public sector, including management reporting, budget preparations and corporate governance.
2. Demonstrated ability to lead, motivate and manage a team to achieve goals and to provide high quality financial services in a complex environment.
3. Highly developed communication and interpersonal skills including the ability to effectively consult, negotiate and influence others.
4. Substantial conceptual, analytical and problem-solving skills with the proven ability to implement effective solutions.
5. Demonstrates the expected behaviours of the context for this role.

## Certification:

Date Registered	Date Classified	Delegated Authority
20/12/2023	20/12/2023	
Kathlene Oliver Chief Executive Officer		

*The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.*



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