

Job Description

VENUES WEST

Position details:

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| Title: | Budgeting and Systems Manager | Position Number: | TBD |
| Classification: | Under Review | | |
| Branch: | Finance | | |
| Directorate: | Finance | | |
| Award/Agreement: | Public Sector CSA Agreement and GOSAC Award 1989 | | |
| Reports to: | Chief Financial Officer | | |
| Direct Reports: | Management Accountant Systems Accountant | | |
| Special Conditions: | N/A | | |

About the Organisation

Our Vision is to deliver world class sport and entertainment experiences through the effective management of our venues.

We directly support high performance sport by providing training and competition facilities, direct subsidies to sport on venue and events costs, and through the provision of high performance sport experiences for the community.

We focus on attracting world class sport and entertainment events, providing all Western Australians with the opportunity to be inspired.

About the VenuesWest Way

The VenuesWest Way guides the way we work and the way we model our behaviour.

It is our system of defining and measuring our culture and sets the expectations on how we engage, improve, support and challenge one another to be the safest and best we can be – as individuals and as a collective.

Our signature behaviours:



About the Directorate

The Finance Directorate is responsible for measuring and recording financial performance, maintaining compliance and control, preparing financial and management reporting, coordinating forecasting and budgeting targeted at providing actionable insight to inform and drive business outcomes.

About the Role

The Budgeting and Systems Manager is responsible for leading the development of the agency's annual budget submissions, including submissions to the Expenditure Review Committee (ERC), leading the Mid-year Review (MYR) and maintenance of information in the Department of Treasury's Strategic Information Management System (SIMS). The Manager plays a key role in maintaining VenuesWest's relationship with the Department of Treasury. The role is also responsible for ensuring an effective internal budget development process.

The Budgeting and Systems Manager is responsible for maintaining the quality and integrity of system orientated service delivery to the agency, and contributing to evaluating, maintaining and developing financial systems used across the organisation.

About the Responsibilities

VenuesWest is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for our employees, customers, trainees, students and volunteers. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO legislation, Occupational Safety & Health legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.

State Budget Management

- Facilitates and optimises budget outcomes by coordinating budget submissions and accessing various sources of funding available across State Government and other relevant sources.
- Develops and manages financial strategies and processes to facilitate efficient and effective budget development and reporting.
- Prepares budget papers, Ministerial briefing papers, including supporting information required for the budget estimates hearings.
- Prepares the Annual Budget submission, Mid-year Review submission and standalone submissions to ERC.
- Ensures the financial information contained within the Department of Treasury's SIMS is accurately maintained.
- Maintains and develops comprehensive budget modelling including a robust internal budgeting process to support the State approved budget position.
- Leads the development and continuous improvement of forecasting models, budget tools, practices and procedures to support an efficient and effective cash and accrual budget process that meets the needs of the agency and the requirements of the Department of Treasury.
- Prepares budget related State Government compliance documentation including the Resource Agreement.
- Cash funding appropriation management in compliance with the Resource Agreement.
- Prepares relevant papers for the Executive, Audit, Finance and ICT Committee (AFI) and Board.
- Provides high quality advice and information on budget formulation, issues impacting budget management and management reporting.
- Prepares quality briefings and responses to Parliament, the Minister, the Department of Treasury and other external and internal stakeholders in a timely manner.
- Develops and maintains strong working relationships with internal and external clients and stakeholders including the Executive, Department of Treasury and Minister's Office.
- Ensures compliance with financial policy and statutory requirements such as the *Financial Management Act 2006*, Treasurer's Instructions and Public Sector Standards.



Leadership and Management

- Leads and motivates direct reports to deliver high quality and timely outcomes and promoting the development of job-related skills.
- Undertakes the VenuesWest Performance Development and Planning process with direct reports and ensures people are continually developed and recognised.
- Provides effective leadership, management and coordination of budgeting processes, systems effectiveness and management reporting.
- Assists with the implementation of change management strategies required to achieve organisational objectives.

Systems Management

- Mentors, supports and works collaboratively with the Systems Accountant to assist in fulfilling role responsibilities.
- Supports on-going development, implementation, system performance and quality assurance of financial management systems and processes.
- Implements strategic initiatives and overseeing operational management of financial systems and processes.
- Supports internal control processes, promoting training and ensuring maintenance of appropriate documentation for systems and related policies.
- Seeks to implement efficiency opportunities including automation of financial tasks and compliance performance across the organisation's financial systems.

Management Accounting

- Mentors, supports and works collaboratively with the Management Accountant to assist in fulfilling role responsibilities.
- Prepares and distributes monthly management reports to the AFI and Board to provide a summary of financial performance highlighting significant variances to budget.
- Undertakes financial analysis and providing advice / support in relation to financial and management accounting issues.
- Coordinates the agency's internal budgeting processes and related systems management.

Workplace Safety and Health

- Reads and understands all emergency plans and safety and health procedures, follows safe work instructions, undertakes emergency management and safety related training and assumes responsibilities as required or directed.

Other

- Undertakes other relevant responsibilities as required.

About the Person

The following *essential* capabilities are to be addressed in the context of the responsibilities of the position:

1. Experience in financial management including:
 - a. the preparation of budget submissions, financial management reports, budget papers and related processes.
 - b. High-level skills and experience in managing budget systems and processes, financial planning, budget development and modelling.



- c. Substantial experience with modern financial reporting systems and delivering outcomes in an environment with complex financial and management reporting obligations, pressures and expectations.
 - d. Ability to manage key business relationships and provide compliant and robust advice on complex financial issues.
 - e. Ability to provide innovative solutions to complex financial management problems.
 - f. Understanding and knowledge of Australian Accounting Standards, the Financial Management Act 2006, Regulations and Treasurer's Instructions.
2. Inspires a sense of purpose and direction and focuses strategically by understanding the organisation's objectives, aligning operational activities accordingly and providing direction to team members regarding the importance of their work.
 3. Establishes clear plans and timeframes for project implementation; Responds to change and uncertainty in a positive and flexible manner; Sees projects and programs through to successful completion whilst achieving quality outcomes.
 4. Builds productive relationships internally and externally to facilitate co-operation, partnerships and working collaboratively as a team; Leverages diverse views and perspectives and promotes a culture of customer service.
 5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; Makes decisions for the collective good without favouritism or bias; Responds to pressure in a controlled manner and continues to move forward despite setbacks.
 6. Communicates confidently, concisely and articulately both orally and in writing, approaching negotiations with a strong grasp of the key issues, striving to achieve outcomes that deliver benefit for both parties.
 7. Refines roles and responsibilities and allocates workforce resources to achieve business outcomes and develop team capability; Undertakes succession planning; Provides coaching and leadership to encourage others to strive for ongoing performance improvement and continuous improvement.

The following *desirable* capabilities are to be addressed in the context of the responsibilities of the position:

1. Highly developed conceptual and analytical skills and experience, including development and implementation of financial management policies and procedures.
2. Experience in leading, managing and facilitating a team, including a proven ability to lead individuals through continuous change to deliver organisational outcomes.
3. Knowledge of the Western Australian State Budget and Estimates Committee Process.

Qualifications / Certifications

Essential:

- Tertiary (degree level) qualification in Accounting, Finance or a related discipline.
- Full membership of a professional accounting body (i.e. CA, CPA qualification or overseas equivalent).

Employment Conditions and Eligibility

Appointment to this position is conditional upon:

- providing appropriate evidence of the 'Right to Work' in Australia
- providing a National Police Clearance Certificate (dated within 3 months from the date of application for the position) from a recognised service provider as determined by VenuesWest

Important note: The key requirements and attributes detailed above are based on the following core capabilities prescribed in the VenuesWest Job Capability Framework:


- Shapes and manages strategy
- Achieves results
- Builds productive relationships



- Exemplifies personal integrity and self-awareness
- Communicates and influences effectively
- Manages people

Additional information can be obtained by contacting People and Culture on (08) 9441 8362.

Certification:

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| The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position. | | |
| David Etherton Chief Executive Officer |  | Date Approved:28../...8...../...2024 |
| As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document. | | |
| Employee Name: | | Date Appointed:/...../..... |
| Signature: | | Date Signed:/...../..... |

