

JOB DESCRIPTION FORM

OFFICE OF THE INSPECTOR OF CUSTODIAL SERVICES

ICS00042; CHIEF FINANCE OFFICER

POSITION DETAILS

Classification/Level	Level 7
Award/Agreement	PSA
Org Unit	Business Services
Physical Location	Perth

REPORTING RELATIONSHIPS

Number of Positions Supervised	0
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SUPERVISOR

Position Number	ICS00010
Position Title	Deputy Inspector
Classification/Level	Level 9

ORGANISATIONAL CONTEXT

The Office is an independent statutory body with a strong focus on performance standards in custodial facilities and the rights of staff and people in detention. It reports to Parliament, providing a high level of transparency and accountability.

The Office's responsibilities include:

- inspecting each prison, detention centre, court custody centre and lock-ups at least every three years;
- conducting reviews of specific aspects of a custodial service or a specific custodial experience of individuals or groups; and
- managing the Independent Visitors Service.

SUMMARY OF RESPONSIBILITIES

Perform the role of Chief Finance Officer as required by the *Financial Management Act 2006* (FMA) and Treasurer's instructions, prepare budget submissions and control annual reporting requirements.

WORK DESCRIPTION

1. Financial Management and Accounting

- Responsible for the functions of the Chief Finance Officer as prescribed in the Financial Management Act 2006, Treasurer's Instructions and other relevant legislative requirements.
- Provides financial management services including financial planning, preparation of budgets, capital work submissions and development and maintenance of financial systems and structures.
- Provides detailed financial advice to the Inspector and Deputy Inspector for short and long-term financial planning and strategic reviews.
- Prepares budget papers and briefings for the Minister and, as required, attends Parliamentary and Cabinet Estimates hearings.
- Develops, implements and maintains financial and commercial policies and procedures and ensures their accessibility for all staff.
- Develops, implements and maintains the Delegations Manual and ensures its accessibility for all staff.
- Manages the internal auditing processes.

2. Financial Reporting

- Develops, manages and reports on the Office's financial management systems.
- Responsible for the overview and completion of the Office's annual financial statements
- Responsible for monitoring of budget performance and strategies to address variations.
- Prepares high quality and timely financial reports for the Executive team.
- Ensures completion of whole of government financial reporting requirements, other financial compliance reporting and tax returns.

Policies & Regulatory Framework: All duties shall be performed in accordance with the policy and regulatory framework in which the Office of the Inspector of Custodial Services operates.

WORK RELATED REQUIREMENTS

This section outlines the mix of pre-employment requirements and competencies required of an individual in this position. The following is to be read in the context of the preceding sections of this document.

ESSENTIAL

1. Possession of relevant tertiary qualification and associate membership of the Australian Society of CPA's, Institute of Public Accountants or Institute of Chartered Accountants.
2. Substantial understanding of accountability and financial reporting requirements of State Government, particularly with Statutory Authorities.
3. Significant experience in financial and management accounting and managing budget preparation, monitoring and reporting, and use of SIMS.
4. Highly developed financial analytical and evaluation skills, including the ability to provide effective high level innovative solutions to complex problems.
5. Highly developed communication and negotiation skills with the ability to present clear messages in a concise manner.

LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted the Public Sector Commission's [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Leading Others](#).

ADDITIONAL REQUIREMENTS

Unless otherwise stated in the Job Description Form, all positions within the Office of the Inspector of Custodial Services require the occupant to be able to use a personal computer and have a working knowledge of Microsoft Office software; digital cameras; and audio equipment.

The Office engages people in positions of trust and responsibility. Therefore, all staff must display the highest levels of integrity, ethical behaviour, and must be able to work within the values of this Office. All staff are required verify their identity through a 100-point identification check, obtain a criminal record screen, and, where required, a working with children check prior to recommendation for appointment.

'Australian Permanent Residency' status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis applicants only require a valid Work Visa for the duration of the entire advertised term.

The office holder may be required to visit custodial facilities in Western Australia and may be subject to security procedures on entry that may include searching.

This role may involve visits to remote and regional locations that may require an overnight stay. Applicants should hold a current Class C Western Australian motor driver's license.

CERTIFICATION

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

Signature:



Inspector

Date: 19/09/2024

Classification Evaluation Date: 5 September 2024
Current Version Date: 19 September 2024