

# JOB ROLE STATEMENT

## BUSINESS SERVICES OFFICER LEVEL 3

DIRECTORATE  
BRANCH

CENTRAL AND NORTHERN REGIONS  
MID WEST - GASCOYNE

POSITION NO

VARIOUS

### KEY RESPONSIBILITIES

Provide financial management, accounting and contract administration services. Assist Business Manager in the management and supervision of Business Services including processes and systems.

### KEY DELIVERIES

#### Financial Management

- Maintain accurate and up to date financial and accounting records in accordance with the Financial Management Act (FMA) and Main Roads policies, procedures and standards.
- Assist with the preparation of budgets and programs, and with the reporting of financial performance.
- Validate and process payment of Local Government recoups and maintain a register of Local Government payments / status and issues.
- Record and monitor sundry debtor expenditure and associated invoicing and receipt of revenue.
- Arrange cost recovery by initiating invoices / refunds / prepayments from debtors and Local Government.
- Co-ordinate validation and process Contractor claims for payment.

#### Contract Administration and Procurement

- Provide advice and assistance to Managers on contract administration and procurement standards, systems and processes.
- Purchase materials, goods and services, and assist in the preparation of contract documentation and administration of the tender process in accordance with Main Roads Supply policy and processes.
- Assist Contract Managers with tender assessments and timely administration of contracts.
- Maintain the Contracts Tracking System (CTS) and generate reports as required.
- Ensure safe custody and security of confidential tender and other contract documentation.

#### Business Support

- Assist in the supervision of staff undertaking financial processing, data entry, administrative support and records management.
- Assist Business Manager in the implementation of Region's Safety, Health and Wellbeing (SHW) plans, initiatives and similar.
- Provide assistance to the Local Government Interface Manager and the Region's Road Group activities including, finance meetings, reporting of issues and actions, where relevant.
- Maintain the Fixed Asset System.

#### Stakeholder Relationships

- Liaise with Local Government and other external organisations on various business and financial matters.
- Provide advice, assistance and training to users of financial management systems, including BEARS, SmartView, Total Agility P2P, Finance Portal and ORACLE.
- Provide advice to transport operators on the process of issue of 'Notices' and 'Permits' for access to the State road network.

### SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

### LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern Region, including the Metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

### DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other roles within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

### REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL

BUSINESS MANAGER

OR

LEVEL 5

OR

LEVEL 7

POSITION NO

P0062544

OR

P0062540

## BUSINESS SERVICES OFFICER LEVEL 3

**POSITIONS UNDER DIRECT SUPERVISION**

List the position numbers, titles and levels of positions directly supervised

TITLE and LEVEL

**ALL POSITIONS UNDER CONTROL**

State number of positions only

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**

**ESSENTIAL:**

- Skill, knowledge and experience in:
  - business and administrative processes and practices, including procurement
  - financial management and reporting principles, practices and systems
  - research, analysis and problem solving
  - written communication, including preparing reports and all forms of correspondence
  - building and enhancing stakeholder relationships
  - work organisation with the ability to meet work schedules and deadlines
- Knowledge of:
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

**DESIRABLE:**

- A Certificate in Business.

**CERTIFICATION**

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE

*Hartley West*  
BRANCH/SECTION HEAD

DATE

*30/07/2021*

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

SIGNATURE

*[Signature]*  
EXECUTIVE DIRECTOR

DATE

*2/8/2021*

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE

*M. D. Willey*  
MANAGER HR BUSINESS

DATE

*3/8/21*