

ROLE STATEMENT

MANAGER FINANCE SERVICES LEVEL 8

DIRECTORATE
BRANCH

FINANCE AND COMMERCIAL SERVICES
FINANCE SERVICES

POSITION NO P0052115

KEY RESPONSIBILITIES

Manage the Finance Services Function in accordance with the Chief Finance Officer requirements to ensure the development and implementation of effective financial strategy and policies that meet Main Roads financial targets and outcomes. Lead the achievement of excellence in the Finance Services function through inspiring leadership and strong collaborative working relationships.

KEY DELIVERIES

Finance Services

- Ensure that Financial Services business objectives and policies are implemented and co-ordinated with Treasury initiatives.
- Manage the effective delivery of financial services.
- Support the Chief Finance Officer for the Finance function in Main Roads.
- Delivery of management accounting, financial accounting and financial information system management services.
- Responsible for recommending certification and compliance of financial statements.
- Manage the application of finance systems to business needs and the maintenance and development of Financial Systems.
- Provide and promote a responsive organisation-wide consultancy, advisory and training service concerning finance matters.
- Lead the provision of due diligence financial assessments for contracts as required under procurement requirements.

Leadership and Management

- Lead the achievement of excellence in the Finance Services function through inspiring leadership and strong collaborative working relationships.
- Responsible for the preparation and implementation of the Financial Services business plan to ensure corporate requirements are met.
- Contribute to the formulation of Directorate policy and strategy.
- Responsible for the formulation and delivery of the Branch business plan.
- Manage employee behaviour, performance and development.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.

Stakeholder Relationships

- Responsible for leading the establishment and enhancement of collaborative working relationship across Main Roads Directorates
- Participate as a member of relevant internal and external committees in order to represent the Branch, Directorate and/or Main Roads.
- Liaise with external agencies, including Office of the Auditor General, Treasury, State and Commonwealth Transport Portfolio Agencies, and other State Road Authorities concerning financial and accounting matters.

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 regions, 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 role 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

EXECUTIVE DIRECTOR FINANCE AND COMMERCIAL SERVICES

CLASS 2

POSITION NO

P0051597

MANAGER FINANCE SERVICES LEVEL 8

POSITIONS UNDER DIRECT SUPERVISION

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

ALL POSITIONS UNDER CONTROL

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Financial Accounting Manager	LEVEL 7	Salaried, Wages	1
Management Accounting Manager	LEVEL 7		1
Project Manager – Finance	LEVEL 7		1
Accounting Operations Manager	LEVEL 6		1
TOTAL			4

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

- Tertiary qualification in accounting with CPA or equivalent membership.
- Extensive skill, knowledge and experience in:
 - the implementation and management of financial management systems in a large organisation
 - delivery of customer focused financial services in a large complex Infrastructure, Assets and Works organisation
 - financial reform
 - building and enhancing stakeholder relationships
 - managing employee behaviour, performance and development
 - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
 - finance policy formulation and implementation and statutory reporting in accordance with Australian Accounting Standards, Treasurer’s Instructions and the Financial Management Act
- Knowledge of:
 - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity

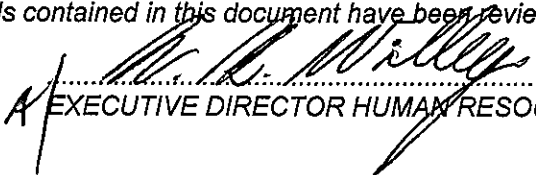
CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE  DATE 09/10/2024

EXECUTIVE DIRECTOR FINANCE AND COMMERCIAL SERVICES

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

SIGNATURE  DATE 11/10/24

EXECUTIVE DIRECTOR HUMAN RESOURCES