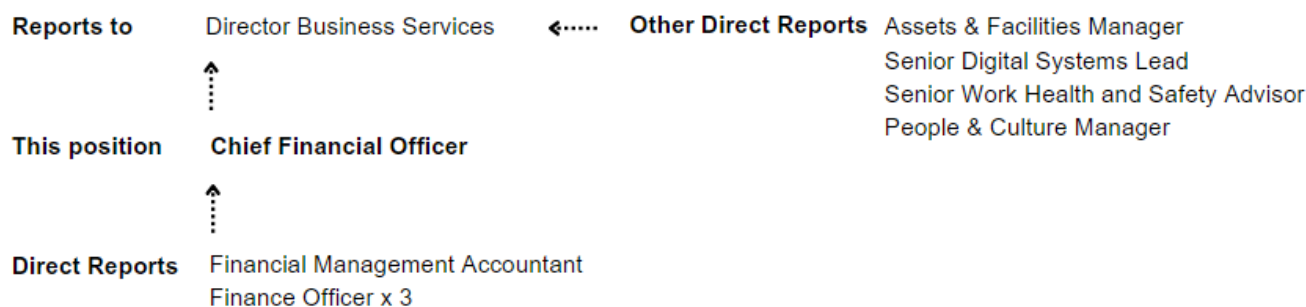


Chief Financial Officer

15456

Level	Level 8	Agreement	Public Sector CSA Agreement 2022
Directorate	Business Services		
Team	Business Services		
Location	Perth Metro Venues		



Purpose

The **Head of Finance** is responsible for managing the financial accounting operations of the ACT including preparation of statutory financial statements, analysing and providing financial information and reports and providing advice on technical accounting matters. The role also provides budgeting, forecasting and management accounting support to the ACT.

Responsibilities

1. Develops strategic financial management initiatives to align with the Arts and Culture Trust's current and future business needs, supporting government reforms.
2. Manages the budget and reporting cycle to ensure compliance with government requirements.
3. Ensures timely and accurate financial reporting to senior management and external stakeholders.
4. Promotes financial literacy across the organisation, championing learning and development of financial skills at all levels.
5. Actively participates as a key member of the corporate executive team.
6. Provides financial advice and support to statutory authorities and agencies as required.
7. Ensures efficient and effective management of the branch's resources, including human, financial, physical, technological, and information assets, to achieve objectives and outcomes.
8. Oversees the implementation of branch business and operational plans.
9. As Chief Finance Officer, ensures all departmental and portfolio policies, practices, procedures, and reporting comply with mandatory requirements, including the Financial Management Act, Treasurer's Instructions, Accounting Standards, taxation, and other financial legislation.
10. Promotes the professionalism of branch staff, encouraging them to stay informed on industry trends and to engage in external professional and technical activities.
11. Acts as a collaborative member of the division and senior leadership team.
12. Other duties as requested.

Work Related Requirements

Essential:

1. Eligibility for appointment as a Chief Finance Officer in accordance with the Financial Management Act and Treasurer's Instruction 824. Demonstrated knowledge and experience with the financial management framework and requirements within the State Government.
2. Demonstrated ability to build and maintain high-level partnerships through respectful stakeholder engagement to deliver priority projects for the culture and arts sector.
3. Strong understanding of state-funded venues and experience in leading cultural change within a values-based organisation, particularly within the technical operations of performing arts environments.
4. Inspires purpose and innovation to drive outcomes, harnesses opportunities for operational benefits, exercises sound judgement, and ensures staff alignment with organisational policies and projects.
5. Develops technical skills through staff development, fosters innovation and achievement, utilises expertise to drive change, and consistently meets key performance indicators.
6. Monitors performance and standards of contractors and business units, fosters relationships to enhance outcomes, values diversity, and develops staff through coaching and guidance.
7. Exhibits professionalism and probity in public service, engages with risk and demonstrates personal courage, commits to action, shows resilience, maintains self-awareness and personal development, and aligns with ACT's mission, vision, and values.

Desirable:

1. Tertiary qualification in an appropriate discipline or equivalent extensive work experience in technical services management.

Other Requirements:

1. Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
2. Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
3. ACT venues are a seven (7) day a week operating environment and there may be some requirement to work weekends and after normal business hours.
4. A current (within 6 months) National Police Clearance is required.
5. This role requires travel to all CBD ACT venues as well as occasional travel to Albany.

Qualification and License Requirements

Nil

Organisational Purpose	To grow and support Western Australia's cultural and creative industries through the optimisation of our venues and activation of spaces
Directorate Purpose	Business Services - Ensures that the right resources are in place to deliver. Effective management of SLA with DLGSC. Delivers seamless systems and technology.
Team Purpose	NA
Position status	Permanent/full time
Last updated	