



Job Description Form

Budget Accountant, Classification Level 5 (DPC22042)

Division: State Services Reports to: Team Leader Financial Management

Directorate: Corporate Services Supervises: Nil

Location: Perth Metro

Our vision is to lead a connected government that delivers a brighter future for Western Australians.

The Department of the Premier and Cabinet (DPC) leads the public sector in providing whole-of-Government advice and support to the Premier and Cabinet in their service of the WA community.

Our areas of responsibility include Office of Digital Government, Intergovernmental Relations and Strategic Priorities, Aboriginal Engagement and Community Policy, Infrastructure, Economy and Environment and Executive Government Support.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

Our values, Leadership, Connection and Impact, underpin the way we work.

The Financial Services team within the Corporate Services Directorate supports the Premier, Ministers and Ministerial Office staff, Members of Parliament and Parliamentary Electorate Office, Departmental staff and client government agencies by delivering financial services. It also ensures the Department meets all requirements and obligations under the *Financial Management Act 2006* and *Treasurer's Instructions*.

About the role and responsibilities

The Budget Accountant supports the coordination and preparation of annual budgets and forward estimates for cost centres and divisions, consolidating them into the Department's overall budget, aligned with the Treasury Budget.

The role involves preparing, analysing and monitoring monthly management reports for internal stakeholders. In addition, this position develops, implements, and delivers continuous improvements in management accounting policies, practices, and systems to ensure effective financial planning, management and reporting across the organisation.



Budget Development

- Supports the coordination and preparation of annual cost centres and divisional budgets and forward estimates for consolidation in the whole Department's budget, aligned with Treasury's Budget.
- Reconciles the department's budgeted funded positions with the authorised established positions and actual salary expenditure
- Together with internal stakeholders, develops operating budgets and resource allocation models.
- Undertakes financial modelling and analysis to assist decision making and business case development
- Provides quality budget management advice and guidance to internal stakeholders in relation to internal budget matters, including cost centre budget management, reporting and analysis.
- Provides expert advice and assistance to the Finance Team Leaders and Chief Finance Officer on budgeting and performance matters
- Contributes to a range of strategic financial projects that enhance the financial management services provided across the Department.
- Demonstrates the expected leadership behaviours of the context of the role.

Monitoring and Reporting

- Collaborates with the Team Leaders and other Divisional staff to develop and maintain effective financial management and reporting systems.
- Supports the Team Leader by completing monthly financial commentary and analysis on performance indicators for the Executive, including direct liaison with key stakeholders involved.
- Monitors trends in expenditure, analyses actual performance against budgets, evaluates variations and identifies risks.
- Establishes cost control, management reporting, and forecasting structure, in a consistent manner, to meet project and corporate reporting needs

Communication and liaison

- Builds and maintains effective communication and working relationships across internal and external stakeholders, to ensure consistent application of financial management policy across the Department.
- Builds and maintains effective working relationships with external parties (e.g. Department of Treasury, Office of the Auditor General) on the provision of business services and ensures appropriate liaison, consultation and negotiation occurs to meet the Department's objectives.



Corporate Responsibilities

- Exhibits accountability, professional integrity and respect consistent with DPC Values, the Code of Conduct, and the public sector Code of Ethics.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the Work Health and Safety Act 2020.
- Undertakes other duties as required.

Building Leadership Impact

We consider all our people as leaders. We believe leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted Leadership Expectations.

This role operates in the Personal Leadership context, where leadership is about motivating and enabling others to deliver high quality work that contributes to the agency.

Essential Requirements (selection criteria)

Role specific

- Demonstrated financial management experience including the practical application of budget development, management reporting, and corporate governance, within a large and complex organisation
- Demonstrated knowledge of the public sector legislative framework, procedural requirements, Government policy, the Government budget process and contemporary financial management practices.

Leadership behaviours

- **Lead collectively**
You diligently and complete tasks to a high quality while meeting timelines and priorities. You identify opportunities for process improvements that result in exceeding service requirements.
- **Think through complexity**
You draw on your knowledge, skills and experience to confidently implement solution, review their effectiveness and suggest alternatives if necessary. You share risk concerns and suggest mitigation strategies to your manager.
- **Dynamically sense the environment**
You identify any potential interpersonal issues early and intervene with consideration and tact to support team effectiveness and maintain positive working relationships. You also proactively seek out the views and opinions of others to deepen your understanding and knowledge.
- **Deliver on high leverage areas**
You understand the priorities of your work and share your understanding with peers. You identify and effectively manage your own competing priorities. You ensure high leverage tasks take priority without compromising operational excellence elsewhere.



Desirable knowledge and experience

- A tertiary qualification in finance, commerce, business or equivalent
- Working towards and current membership of CPA Australia, the Institute of Chartered Accountants (Australia), the National Institute of Accountants or an appropriate recognised overseas accounting body.

Eligibility Requirements

To be eligible for permanent appointment to the Department, employees must be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments require a valid work visa for the duration of their employment contract.

Appointment is subject to a 100-point identification check and Criminal Records Screening Clearance.

Certification

Authorising Signature:

Date: 12/5/25

People Services:

Date: 12/5/25