

JOB DESCRIPTION FORM

Manager, Finance and Corporate Services Minerals Research Institute of Western Australia

Position number:	MER15016	
Classification:	Level 8	
Reports to:	Chief Executive Officer	
Direct reports:	3 FTE comprised of:	Coordinator Executive Services (Level 5) x 1 Communications and Projects Officer (Level 5) x 1 Events Coordinator (Level 4) x 1
Job Location:	East Perth	
Duration:	Full time, Fixed term, 2 years	
Eligibility Requirements:	Permanent Resident/Citizen of Australia	

ROLE

The Manager, Finance and Corporate Services is responsible for leading the corporate services business area at MRIWA to achieve the strategic direction of the organisation. They will:

- Be the accountable financial officer and undertake Chief Finance Officer responsibilities with respect to the organisation's obligations under the Financial Management Act 2006 (WA).
- Oversee the implementation of the business activities related to the corporate services area, which includes but is not limited to governance, risk management, audit, finance, ICT, procurement, communications and events.
- Provide support and advice to the Board, Audit and Risk Committee, staff and external stakeholders to support the core business of the organisation enabling it to meet government policy expectations and statutory requirements.

RESPONSIBILITIES

Strategic management and business planning

- Performs the Chief Finance Officer function in accordance with the Financial Management Act 2006 (WA).
- Collaboratively develops and manages all aspects of budget planning
- Takes responsibility for the development, management and implementation of the organisation's financial and governance strategy, policy and procedures.
- Shares high level expert knowledge and provides leadership, advice and direction to other business areas, the CEO, MRIWA Board, MRIWA Audit and Risk Committee and Department of Treasury
- Evaluates processes and proposed system improvements and implements enhancements and change management initiatives.
- Leads the organisation's activities relating to knowledge transfer.

Governance, financial management and reporting

- Facilitates proactive internal and external audits.
- Ensures compliance with all external financial reporting requirements to meet statutory and compliance obligations, including oversight of the preparation of financial statements and related Treasury (SIMS) adjustments.

- Provides timely and accurate financial management reporting to internal and external stakeholders.
- Supports the development of quality business cases and budget submissions.
- Monitors procurement and contract management processes to meet statutory and compliance obligations.
- Leads the organisation's response to governance and risk management, developing and monitoring implementation of controls.
- Supervises the preparation and analysis of quarterly and annual key performance indicators.

Relationship and stakeholder management

- Ensures a high standard of service delivery, and ongoing stakeholder relationships are maintained across the corporate services team.
- Builds and maintains effective internal working relationships, providing high level advice and support in relation to the MRIWA's corporate services and in accordance with any relevant Service Level Agreements.
- Builds and maintains effective working relationships with external parties including the Department of Treasury and the Office of the Auditor General on the provision of financial services, and Department of Finance on procurement matters, ensuring appropriate liaison, consultation and negotiation occurs to meet the objectives of MRIWA.
- Fosters professional working relationships with a range of stakeholders including service providers, State and Commonwealth agencies and those MRIWA provides financial assistance to.
- Represents MRIWA at relevant forums, committees, reviews and working groups as and when required.
- Listens and responds to people to build psychological safety and develop leadership capability.
- Acts as a coach, nurturing the development of capability and encouraging talent to remain in the business areas, agency and sector.

All MRIWA employees are required to demonstrate high standards and practice of ethical conduct and behaviour and comply with the MRIWA Code of Conduct, relevant legislation, and other policies and procedures that apply and may be amended from time to time.

LEADERSHIP EXPECTATIONS

MRIWA believes all our people are leaders and expect and encourage them to demonstrate leadership in their roles. We are committed to building the leadership capability of our people and to support this we have adopted [Leadership Expectations](#).

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

SELECTION CRITERIA

Experience	<p>You have:</p> <ul style="list-style-type: none"> - A relevant tertiary qualification and full membership of an Australian recognised professional accounting body and are eligible to fill the Chief Finance Officer function in accordance with the Financial Management Act 2006 (WA). - Applied relevant legislation, Accounting Standards, policies and financial management processes in an operating environment, including contemporary knowledge and experience with financial management information systems for the preparation and analysis of financial statements. - Substantial experience in the preparation of internal budgets and financial reports with knowledge of the Government financial management framework and budget processes.
------------	---

Lead collectively	You link the work of your team and your domain of expertise to the agency's objectives and can explain this linkage clearly to others. You coach those you influence so they connect their work with the operations of the agency.
Think through complexity	You draw on information from an array of sources, applying your judgement and technical expertise to identify what is relevant and important. You understand and respect the need for compliance to minimise risk in your work and ensure your team complies with the required policies, procedures and processes.
Dynamically sense the environment	You actively listen and seek to understand the root cause of problems by investigating multiple sources of information and continually clarify objectives to clearly convey expectations and provide feedback and guidance where necessary.
Deliver on high leverage areas	You identify and understand competing priorities and obstacles early and continually improve all aspects of your work area, keeping an open mind to explore innovative alternatives.
Build capability	You embrace a diverse team, drawing on the unique strengths of each member and contribute to their development, while focusing on improvements in processes and activities in your work area.
Embody the spirit of public service	You lead by example, promoting and role modelling behaviors and respect for others in all aspects of your work, thereby protecting your reputation and that of MRIWA and the public sector.
Lead adaptively	You proactively extend your knowledge, skills and expertise to ensure your contribution continues to add value. You embrace change and lead others through changes with strength and understanding enable team member growth and support those challenged by change.
Desirable	You have experience in both the private and public sector You have had experience in the provision of a broader range of corporate services than just finance. Prior experience with WA Governments Strategic Information Management System (SIMS) and Xero or other equivalent financial software system.
Pre-employment requirements	Appointment subject to: <ul style="list-style-type: none"> • 100-point identification check. • Provision of a current National Police Clearance prior to commencement. • Confirmation no conflicts of interests apply via a pre-employment conflict of interest check • Qualification verification

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

ENDORSED

Date: 03 June 2025

By: CEO