# Job Description Form – Principal Finance Business Partner

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| **Position number:** | 15675 | **Classification:** | Level 7 |
| **Division:** | Finance | **Branch/section:** | Management Accounting |
| **Reports to:** | 15295 – Director External Budgeting | **Direct reports:** | Nil |

## Position details

## Position purpose

Partners with the business to prepare and review internal budgets, forecasts and develop monthly management reports including reports to the Corporate Executive on the Department’s finances. The position will also contribute to costings that will be included in budget submissions and overall business case development, preparation of financial plans, and ongoing review and reporting of the Department’s financial and budgetary performance. Undertakes complex analysis and assists the Director to develop financial strategies to facilitate key strategic outcomes that support achievement of the organisation’s objectives.

## Context

The Office of the Deputy Director General — Capability and Performance provides executive and administrative support to the Deputy Director General. The Capability and Performance portfolio includes:

* Corporate Communications
* Corporate Services
* Strategy and Performance Accountability
* Legal Services
* State Records Office

## Responsibilities

1. Act as an expert business partner and provide high level budgeting advice and support on complex and/or strategic budgeting issues.
2. Oversee the development of internal budget models to reflect the organisation’s operating requirements, including the development of financial information for internal budget and forecasting purposes.
3. Review divisions’ funding requests and assist the Director to develop a decision-making framework to assist with prioritising initiatives to be funded.
4. Assists in developing costings for business cases and submissions.
5. Provide specialist advice and support in relation to complex management accounting issues, including the analysis of key drivers of Department of Creative Industries, Tourism and Sport (CITS) services to facilitate decision making, resource and performance management and development of financial strategies for the Department.
6. Assist with preparation of annual Section 40 estimates as required for relevant entities.
7. Provide high level support to the Director with regard to the consolidation and analysis of forecasts and reporting for the Department, including preparation of Briefing Notes and other documentation required for the Finance Committee.
8. Assist the Director in providing leadership in guiding and coaching staff in the Management Accounting team.
9. Liaise, consult and collaborate with other senior staff within Finance to ensure the coordinated provision of management accounting services and advice to facilitate the achievement of organisational objectives.
10. Provide input to activities involving the evaluation of team performance, including identifying critical success factors and facilitating continuous improvement activities.
11. Manage the timely production and development of corporate financial management information and performance indicators which will assist management with decision making.
12. Lead projects to develop and enhance management accounting practices including expenditure and revenue budgeting, including forecasting and variance analysis.
13. Represent the Branch as required on committees and working parties.
14. Provide leadership in the development and implementation of accounting reforms, system and process improvements to complement the achievement of organisational goals and to improve financial reporting and internal budgeting processes.
15. Contribute to the development and maintenance of appropriate best practice accounting policies, guidelines and procedures to meet statutory obligations and operational needs.
16. Assist with maintaining the Financial Management Manual (FMM) and ensure continued compliance.
17. Liaise extensively with internal stakeholders to provide high level advice and support through an expert business partnering approach.
18. Liaise with a range of external authorities including other departments such as the Department of Primary Industries and Regional Development, Department of Treasury and Finance, and the Office of the Auditor General.
19. Work effectively as part of the team, work productively with limited supervision and meet deadlines.
20. Communicate openly and effectively and build good working relationships across all levels.
21. Demonstrate a professional customer service focus
22. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
23. Perform any other duties as assigned or necessary to support the objectives of CITS.

## Selection criteria

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

## Essential

1. Considerable experience in delivering budget and management accounting services, including experience with management reporting, budget preparation and corporate governance, in line with Government frameworks, processes and policies.
2. Demonstrated substantial knowledge and understanding of legislation, accounting standards, policy and emerging issues relating to financial management.
3. Demonstrated highly developed financial analysis, conceptual and strategic problem-solving capabilities with the ability to develop and execute strategies.
4. Highly developed communication skills with demonstrated ability to partner with business areas on budgets, financial performance and related issues.
5. High level ability to respond under time pressures whilst maintaining quality and consistent outcomes.

## Desirable

1. A relevant tertiary qualification in accounting and/or membership of an appropriate professional body as prescribed in Treasury Instruction 824

## Leadership expectations

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Leading Others** context.

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

## Special Conditions

Nil

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| Registration date | 22 July 2025 |