

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Budget Analyst
Position Number	003421
Business Unit	Budget and Financial Systems
Branch / Section	Finance and Payroll Services
Location	Hobart
Immediate Supervisor	Manager, Budget and Financial Systems
Award	Tasmanian State Service Award
Employment Conditions	Full or Part Time
Classification	Band 5

Focus

Provide professional and client-focussed financial analysis, reporting and advice to business units and Agency Executive. Contribute towards the development and enhancement of policies and procedures that support financial management.

Primary Duties

- Undertake complex financial research, analysis and reconciliation tasks.
 - Provide authoritative and informed advice regarding Agency and State Government financial management practices, including responding to complex inquiries and problem solving and escalating issues as appropriate.
 - Liaise with internal and external stakeholders on relevant issues to assist with the development and promotion of appropriate financial and budgetary policies and procedures.
 - Manage finance projects, either individually or as project team leader, and prepare comprehensive written reports and documentation to support the adoption of approved changes in practice or policy.
 - Provide high level support to operational areas of the team and provide guidance and supervision where required.
 - Manage the regular internal financial reporting framework, including
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creating and maintaining automated budget and actual reports and related system distribution schedules.

- Provide the primary contact for ad hoc and regular financial data extraction processes, including audits, National Partnership Payments, Natural Disaster Recovery, Wild fire claims, and Treasury financial surveys.

Scope of Work:

The incumbent is responsible for:

- The provision of timely and accurate financial research, analysis and reporting;
- Acting as the primary resource for internal financial reporting, including creating and maintaining financial reports, both automated and manual; and
- Facilitating a number of regular data collection and reporting processes on behalf of Australian and State Government agencies.

Direction and Supervision

The Budget Analyst reports directly to the Manager, Budget and Financial Systems and performs complex research and analysis functions, sometimes in the absence of existing established procedures and practices. The incumbent is expected to use specialist knowledge and skills to accurately complete duties within the required timeframes and to the appropriate quality.

Selection Criteria

- Extensive experience and knowledge of contemporary financial management practices and processes including the application of statutory requirements and Treasurer's Instructions.
- Ability to provide research, analysis and advice relating to financial information, prepare appropriate reports including recommendations for corrective actions as well as plan and manage small projects of varying priority.
- Proven personal skills of flexibility and initiative, self-motivation, capacity for change and innovation, and the ability to work effectively both independently and in a team environment.
- Demonstrated interpersonal skills including leadership, consultation, facilitation, conflict resolution, building relationships, and negotiation skills.
- Well-developed communication skills, with the ability to produce documents, including complex financial reports that are clear, accurate

and concise.

- Demonstrated understanding and experience in computerised financial information systems.

Qualifications and Experience

Successful completion of, or substantial progress towards, tertiary qualifications is highly desirable.

Essential Requirements:

Pre-Employment Checks

The Head of the State Service has determined that a person nominated for appointment to this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. Any relevant serious criminal offence or repeated serious offences over any period, which are not mitigated by additional information, may provide grounds for declining an application for appointment. Such offences would include, but are not limited to:

- Arson and fire setting;
- Sexual offences;
- Dishonesty (e.g. theft, burglary, breaking and entering, fraud);
- Deception (e.g. obtaining an advantage by deception);
- Making false declarations;
- Violent crimes and crimes against the person;
- Malicious damage and destruction to property
- Trafficking of narcotic substance;
- False alarm raising.

Code of Conduct

The State Service Code of Conduct, which is contained in Section 9 of the *State Service Act 2000* (the Act), reinforces and upholds the State Service Principles (s7) by establishing standards of behaviour and conduct that apply to all employees, including the person undertaking these duties, senior officers and Heads of Agency.

Environment and Conditions

The Department of Police, Fire and Emergency Management (DPFEM) is an agency created under the State Service Act 2000. It consists of four operational services: Tasmania Police, Tasmania Fire Service, State Emergency Service and Forensic Science Service Tasmania. The operational services are supported by a range of support functions.

DPFEM strives to provide services that are responsive, socially inclusive and focused on policing, emergency response, community preparedness and emergency management outcomes that contribute to a safe and secure community. The services are delivered by sworn Police Officers, State Service employees (including firefighters and support staff) and volunteers. DPFEM works to make our community safe through the provision of a range of different emergency services, and improve our understanding and respect for our diverse community values and lifestyles.

DPFEM wants a safe workplace where employees work in a manner that reflects the organisational values. The person undertaking these duties is expected to actively participate in developing and maintaining safe work practices and to behave in a manner consistent with the organisational values.

DPFEM does not tolerate violence, especially violence against women and children.

The working environment is largely office based, however intra-state travel may be required. During emergency incidents, the person undertaking these duties may be required to provide support for the emergency incident. Employees can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Terms and conditions of employment are in accordance with the Tasmanian State Service Award.

Approved

Donna Adams
DEPUTY SECRETARY
BUSINESS AND EXECUTIVE SERVICES

Date: