

# Specialist Financial Analyst

## Statement of duties

Position number	724180
Location	Hobart
Division	Budget and Finance
Branch	Government Finance and Accounting
Award	Tasmanian State Service Award
Classification	General Stream, Band 7
Immediate supervisor	Assistant Director
Employment conditions	Permanent
Hours per week	Flexible up to 36.75 hours

### Branch responsibilities

The primary responsibilities of the Branch are to:

- develop and communicate financial management policy and practices throughout the public sector;
- develop and provide advice on whole-of-government superannuation policy and the provision of budgeting and financial management support;
- maintain the financial records of the Public Account, including financial and statistical reporting and management of Treasury's departmental and whole-of-government financial activities; and
- manage State financial assets and borrowing activities.

## Position objective

As a senior member of the Government Finance and Accounting Branch, the occupant will assist with the provision of financial management, accounting, budgeting and reporting services, and will provide specialist advice on financial management and reporting issues for Government entities. As part of this role, it is important to keep abreast of developments in contemporary financial management issues and emerging trends in both the public and for-profit sectors.

In the context of the selection criteria, to be successful in the position applicants will have:

- high level accounting and financial systems skills, including experience in analysing, interpreting and compiling financial and statistical reports and the ability to understand complex issues and identify possible solutions;
- high level verbal and written communication skills, including the ability to effectively liaise with a range of internal and external stakeholders; and
- high level organisational and self-management skills.

## Primary duties

The Specialist Financial Analyst's primary duties include:

- contributing to the continuous improvement of the performance and efficiency of systems and processes for the Branch's financial management, accounting, budgeting and reporting functions;
- managing the preparation of financial statements, prepared in accordance with the Australian Accounting Standards or other special purpose financial reports;
- providing specialist advice to the Government and entities on public sector financial management matters, including accounting, taxation and financial reporting;
- researching and analysing contemporary financial management issues and emerging trends in both the public and for-profit sectors;
- developing financial management policy guidelines, standards and instructions for the General Government Sector;
- preparing briefs, correspondence, submissions and reports and liaising with Branch stakeholders, as required;
- assisting with the management of the Branch's ongoing budgeting, accounting and reporting activities;
- managing financial management projects undertaken by the Branch;
- efficiently managing designated resources and providing effective leadership within the work area to ensure that work objectives are completed in a timely manner and to a high standard;
- representing the Department on Committees, Working Groups and other forums as required; and
- actively promoting a work environment that reflects, encourages and develops Treasury's values and behaviours.

### **Level of responsibility, direction and supervision**

The Specialist Financial Analyst will operate with considerable autonomy within the specialised area or function and is required to provide leadership regarding the design, development and operation of activities. The Specialist Financial Analyst leads a complex activity or program unit requiring the development and/or determination of the operational methodology according to the decision-making framework and manages service delivery outcomes. The Specialist Financial Analyst may also manage stakeholders and employees, and requires significant management skills and expertise to promote co-operation, teamwork and understanding in undertaking specialised processes.

Supervisors are responsible for monitoring the work practices and behaviour within their area to promote compliance with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; the policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

## Selection criteria

*Relative merit of candidates for this position is assessed using the following selection criteria:*

### 1. Communication

Demonstrates capacity to: prepare written material to final standard and drafts of more complex material requiring only minor changes; clearly articulate complex and difficult technical issues to staff and stakeholders; and represent Treasury in area of responsibility as well as liaise, negotiate and, where possible influence outcomes effectively internally and externally on difficult issues.

### 2. Output management

Demonstrates capacity to: plan, organise, schedule and deliver work for area of responsibility; identify future activities and recommend appropriate resources; coordinate the outputs from team members and foster a client focus; and identify strategies to build efficiency and effectiveness within the work unit.

### 3. Conceptual, analytical and judgement

Demonstrates capacity to: identify, define and develop recommendations to improve the delivery of complex activities and respond to emerging developments; consistently make good decisions on policy and program delivery within the work unit; and provide authoritative advice in relation to area of specialised expertise.

### 4. Leadership and people skills

Demonstrates capacity to: lead, motivate, mentor and gain co-operation of others in achieving work unit objectives and promote the objectives of the Branch, Division and Department; take responsibility for resolving conflicts within area of responsibility and uses networks to obtain results; and model a high standard of professional and ethical behaviour that aligns with and promotes Treasury's values.

### 5. Technical and professional\*

Demonstrates specialised knowledge, skill and ability in relation to the role or the ability to rapidly acquire competency.

*The above selection criteria are weighted equally for assessment purposes.*

### \* Qualifications and requirements

Highly desirable - completion or partial completion of relevant tertiary or industry qualifications, and/or professional affiliation.

**Approved: Susan Peterson, Acting Director**

**Date: 21 July 2022**

*For further information please email [recruitment@treasury.tas.gov.au](mailto:recruitment@treasury.tas.gov.au), or visit [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)*

## Working at Treasury

We are responsible for managing the Tasmanian Government's financial resources and for implementing strategies to achieve the Government's economic and financial objectives. Treasury is a challenging and exciting place to work. Our mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government as well as effective and efficient administration of our financial and regulatory responsibilities.

Treasury is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Treasury a great workplace. Our decisions and behaviours are guided by the following values and belief statements:

- **Integrity** as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** as it challenges us to give our best and brings us recognition;
- **Respect** as it recognises the value of each of us and the contribution we all make;
- **Camaraderie** as it creates a fun and supportive place to be; and
- **Passion** as it inspires us to achieve great things.



## Treasury employment conditions

All roles at Treasury can be undertaken flexibly (up to the hours specified) and we will readily consider proposals to reduce hours or to undertake the hours flexibly or with an altered work pattern. We are interested in developing our staff and supporting them to be the best they can be.

We are an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make to our organisation. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training. Our workplace has a culture of zero tolerance towards violence against women, and towards any form of family violence.

Treasury seeks to provide a healthy and safe workplace for all employees and the Department has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. Treasury is a smoke free work environment.

Treasury is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*).