

Department of State Growth

Statement of Duties

Position Title:	Senior Finance and Business Analyst
Position number:	424923
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 6
Division/branch/section:	Culture, Arts and Sport / Operations & Client Engagement
Supervisor:	Manager - Operations & Client Engagement
Location:	South
Employment status:	Flexible

Position Objective

Culture, Arts and Sport is comprised of business units: Arts Tasmania, Events Tasmania, Screen Tasmania, Sport and Recreation and the Operations and Client Management unit which provides input and support across the division. Tasmanian Museum and Art Gallery and the Tasmanian Institute of Sport also sit within this division.

Provide expert advice to Senior Officers and Management within the Culture, Arts and Sport Division on budget and business management matters. This includes critical analysis of financial reports; assessment of business information provided in grant applications, expenditure tracking and forecasting of our current and proposed grant and support recipients, ascertaining the eligibility for support, financial viability and veracity of data provided through reporting processes.

This role also assists in the formulation and monitoring of division budgets and determines the accuracy of business and financial claims made through grant reporting on product and service offerings in Project Plans and Grant applications.

Undertake research, investigation and analysis on our programs and grant performance and provide advice supporting the development and implementation of practical and innovative solutions that address complex business needs and realise efficiencies internally that support the culture, arts and sports sectors in Tasmania.

Major Duties

- Scope and manage allocated business improvement initiatives, including the development of project plans, identification / management of risks and reporting on progress on projects to review and amend processes and policies regarding budget management and reporting by funding recipients.

- Support the development of the department's financial activities including coordinating community consultation submissions and divisional budget submissions and drafting budget paper contributions.
- Analyse and monitor whole-of-division budgets and prepare advice on issues and potential areas of risk, including the keeping of a risk register and the suite of reports.
- Coordinate and manage budget-related requests, forecasts and variations into the department's internal financial management system and Treasury's budget and cash management systems.
- Develop robust revenue forecast models in consultation with relevant stakeholders.
- Assist in the development and implementation of strategies, policies, guidelines, risk management and improvements relevant to the effective and efficient management of the Department's budget. This includes ongoing consultation with and training of division staff.
- Lead business unit activities in providing research, analysis, and support related to grants administration management activities, budgets, and performance across the division. This will include the identification, review, and implementation of business improvement initiatives.
- Analyse, monitor, and report on divisional grants administration and program activity and assist in developing grant and divisional reporting KPI's for use in Annual Reports, briefings, and media releases.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

The Senior Business and Finance Analyst provides expert professional advice regarding budget and business-related support to divisional and external stakeholders.

The position works under direction of the Manager Operations and Client Engagement and will be expected to operate with some level of independence in determining priorities and approach in implementing policies, plans, systems and procedures in a complex, specialised environment.

Regular liaison is required with branch managers, staff and other organisations, and at times the occupant will be required to represent the department on both internal and external working groups.

The Senior Business and Finance Analyst is responsible for providing briefings to senior management on budget and business-related matters and will be an important reference point for Ministerial Briefings, in particular those prepared for Budget Estimates, Question Time Briefings and in developing Annual Report information.

Selection Criteria (Knowledge and Skills):

The Department of State Growth insists on a collaborative and consultative approach, especially involving integrity, respect and openness in dealing with others and believes teamwork, effective communication and professionalism are essential in achieving higher quality outcomes.

1. Expert knowledge of, and experience in, contemporary financial management practices, procedures and policies in a large, diverse and complex organisation with a focus on budget management.
2. High level knowledge of relevant public sector financial management legislation, frameworks and practices, including understanding of State and Federal budgeting timeframes, documentation and processes and knowledge of Chart of Accounts.
3. High level research, evaluation, analytical, and strategic conceptual skills with a proven ability to analyse information and provide authoritative advice to senior officers and managers, through managerial briefings, reports and recommendations.
4. Demonstrated high level interpersonal and communication skills including representation, negotiation and liaison skills, with the ability to establish and manage relationships with senior managers, department staff as well as external stakeholders as required.
5. Demonstrated advanced skills in the effective use of enterprise financial management software, and spreadsheet and word processing applications.
6. Demonstrated organisation, planning, change and issues management skills, including knowledge of contemporary project management practices.

Position Requirements

Pre-employment

- *Nil*

Essential

- *Nil*

Desirable

- *Relevant tertiary qualifications and a demonstrated understanding of the financial operations of Government and the budget cycle will be very highly regarded.*

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [Department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

State Growth aims to attract, recruit and retain people who will uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the **Courage to Make a Difference** through:

- **Teamwork** – our teams are diverse, caring and productive
- **Respect** – we are fair, trusting and appreciative
- **Excellence** – we take pride in our work and encourage new ideas to deliver public value
- **Integrity** – we are ethical and accountable in all we do

We value diversity and promote an inclusive workplace, recognising individuals for their unique characteristics, background, experiences, knowledge, skills, values and perspectives.

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at [State Service Management Office \(www.dpac.tas.gov.au/divisions/ssmo\)](http://www.dpac.tas.gov.au/divisions/ssmo)