

Strategy, Governance & Major Projects

Director Finance - Statement of Duties

November 2023

Objective

Manages and provides oversight of the financial resources of the Department of Justice by reviewing, monitoring, and managing budgets. In particular the role is responsible for budget planning, long-term business plans and supports the executive management team by developing strategies to minimise financial risk and providing financial advice to support sound business decisions.

In addition ensuring the policies and services:

- improve the Department's resource management practices;
- contribute positively to overall Departmental Outputs; and
- provide effective financial support to external Department's under respective Service Level Agreements.

Duties

- Provide high-level strategic advice to departmental management in relation to all aspects of financial and budget management, resource allocation strategies and planning, business planning methodologies and asset management.
- Preparation of the department's annual financial statements in accordance with the requirements of the *Financial Management Act 2016*.
- Manage the financial, information, human and physical resources of the Output in accordance with Government and departmental policies, guidelines and directions and ensure that the Output meets defined standards and agreed objectives.
- Direct and control the formation of policy for the management of resources (financial and physical) for the Department, including the preparation of manuals and staff instruction.
- Ensure that the Department's financial management, budgeting and accounting policies comply with Treasurer's Instructions issued under the *Financial Management Act 2016*. Ensure the effective and efficient delivery to the Department of cash and/or accrual accounting procedures in accordance with Government directions.
- Direct the activities of the Output including:
 - the budgeting and acquittal of appropriations made by Parliament to the Department through a distributed network of budget centres;
 - registration, control and care of the Department's land holdings, building and other assets;
 - strategic long-term financial, risk and asset planning in order to achieve Government budget outcomes;

- Oversight the financial aspects and leasing/contracting responsibility of capital works (<\$5 million) and maintenance programs of the Department;
- As part of the Procurement Review Committee, have expert knowledge and provide authoritative advice on procurement projects and processes to other Outputs;
- Negotiating and developing Service Level Agreements (SLAs) and representing the Department on Government or interjurisdictional committees;
- Provide career development and professional growth for subordinate members of staff; and
- Manage and develop business relationships with all clients.

Level of responsibility

- Directly responsible and accountable for the determination of strategies, priorities and work standards relating to the management of resources and assets in the Department.
- This position exercises a wide range significant financial delegations.
- Demonstrate a commitment to the WHS requirements in the WHS Act by fully understanding how the business operates, being aware of the common risks that exist within the business, understanding the level of risk associated with each hazard, knowing what the appropriate controls for those hazards are and ensuring appropriate resources are allocated to eliminate the risk of those hazards causing work-related harm.
- Will be required to have a good understanding of the Department's risk profile to ensure high risks are managed effectively, to review serious or potentially serious incidents and monitor corrective actions, and to review the safety performance across the Department and drive improvement.
- Our values are that we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. The Director will be responsible for contributing to our values based workplace culture, leading their team in a values based manner, ensuring their team uphold the values and role modelling the values.
- The Director manages a large number and variety of employees and stakeholders, requiring significant management skills and expertise to promote collaboration and teamwork.
- The Director is accountable for ensuring performance development conversations, coaching, mentoring, training and appropriate direction is provided to all team members within the Finance Team.

Direction and supervision received

- Expected to operate with significant autonomy in relation to implementation and delivery of the Output's services with only broad direction from the Department's Senior Executive and the Deputy Secretary Strategy, Governance and Major Projects.
- As a Senior Executive Officer, the role is directly responsible for the efficient and effective management of the Output and is expected to adopt a whole of Department focus as a member of the Senior Management team.

Accountability of the role

The Finance Director is directly accountable to the Deputy Secretary Strategy, Governance & Major Projects and is expected to function within a framework of broad general direction and

agreed objectives, operating with a substantial level of independence and autonomy. Further, the occupant must display a high degree of initiative in the determination of priorities and the allocation of resources.

The Director exercises significant financial and human resource delegations. Details of delegations to this office are provided to the occupant and must be exercised in accordance with any specified limitations.

In the delivery of the organisation's activities, the occupant must ensure that:

- Appropriate strategies are in place to minimise the risk of fraud; and
- Decisions and actions are made ethically and with integrity, on the basis that such is legal, is right and is reasonable based on an objective standard.

Office relationships

Internal Relationships

- The Office facilitates and promotes cooperation with and between other Outputs, Branches and Management in relation to issues of mutual responsibility. The occupant provides high-level strategic and operational advice to the Secretary and the Department's Senior Executive and Outputs.

External Relationships

- The Office represents the Department and forges collaborative relationships and partnerships with other State Service Departments and external organisations including those where the Department has a Service Level Agreement for Financial Services.

Your performance management and development framework

The Department of Justice Performance Management Framework is designed to support the business planning process and provide a clear link between the Senior Officer's performance and development and the achievement of the Department of Justice strategic direction.

Performance assessment will be based on the following measures:

- Key achievements against the annual performance agreement.
- In the context of the requirement for high level leadership and management expertise, an assessment of demonstrated capability against the Senior Executive Leadership Capability Framework to shape strategic thinking; achieve results; cultivate productive working relationships; exemplify personal drive and integrity; and to communicate with influence.

Selection criteria

I. Financial Acumen.

- Extensive financial management experience (in Government or similar environment) including:
 - budgeting and financial management;
 - internal control systems;

- financial statement preparation;
 - financial management reporting systems;
 - business planning methodologies; and
 - the accountable use of buildings and other fixed assets.
2. **Shape strategic thinking** including by:
 - inspiring a sense of purpose and direction;
 - providing high quality and reliable advice to Government based on sound evidence and with regard to contemporary best practice; and
 - showing judgement, intelligence and common sense.
 3. **Achieve results** including by:
 - building organisational capability and responsiveness;
 - harnessing professional expertise;
 - implementing change and dealing with uncertainty; and
 - ensuring delivery of results.
 4. **Cultivate productive working relationships** including by:
 - nurturing relationships;
 - facilitating co-operation and partnerships;
 - valuing individual difference and diversity; and
 - guiding, mentoring and developing people.
 5. **Exemplify personal drive and integrity** including by:
 - demonstrating professionalism and probity;
 - engaging with risk and showing personal courage and action;
 - display resilience and adaptability; and
 - demonstrating self-awareness and a commitment to personal development.
 6. **Communicate with influence** including by:
 - communicating clearly;
 - listening, understanding and adapting to your audience; and
 - negotiating persuasively.
 7. **Workplace Health and Safety** leadership including by:
 - demonstrating an understanding of the WHS legislation and the responsibilities of Officers of the Department and their due diligence obligations, as outlined in the Department's Roles & Responsibilities Procedure along with the capacity to apply and uphold that knowledge; and
 - demonstrating due diligence in the high level management of work health, wellbeing & safety.

Essential requirements

A bachelor degree or higher in a related field.

Desirable requirements

A qualified accountant as defined in the Corporations Act with membership of an appropriate professional body.

Experience as a senior finance manager in a complex organisation in the private or public sector

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks

- Arson and fire setting
- Violent crimes and crimes against the person
- Sex-related offences
- Drug and alcohol related offences
- Crimes involving dishonesty
- Crimes involving deception
- Making false declarations
- Malicious damage and destruction to property
- Serious traffic offences
- Crimes against public order or relating to the Administration of Law and Justice
- Crimes against Executive or the Legislative Power
- Crimes involving Conspiracy

2. Disciplinary action in previous employment.

3. Identification check.

Position Summary

Title	Director Finance
Number	352068
Award	Tasmanian State Service Award
Classification	SES 01
Output Group	Strategy, Governance & Major Projects
Full Time Equivalent	1.0
Division	Finance
Output	Finance
Supervisor	Deputy Secretary Strategy, Governance & Major Projects
Direct Reports	6
Location	Hobart
Position category and funding	Fixed term full time for 5 years, Senior Executive Appointment A001