

Statement of Duties

Department of Premier and Cabinet

As at January 2023

Position title:	Budget Analyst
Position number:	001402
Award/Agreement:	Tasmanian State Service
Classification level:	General Stream – Band 5
Division/branch/section:	Financial Management Services, People, Performance and Governance
Full Time Equivalent (FTE):	1.0
Location:	Hobart
Position status:	Permanent
Ordinary hours per week:	36.75
Supervisor:	Principal Budget Analyst

Agency/Department values:

Department of Premier and Cabinet (DPAC) values underpin our culture and guide our decision making and behaviour. Our values are:

Excellence

We strive for excellence at all times.

Customer-focused

Our customers are at the centre of what we do and how we do it.

Working together

We support and respect one another and work with others to achieve results.

Being professional

We act with integrity and are accountable and transparent.

Respect

We treat everyone with respect and kindness.

For more information about DPAC visit www.dpac.tas.gov.au

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About us:

The People, Performance and Governance (PPG) Division provides direct support and advice to the Secretary and takes carriage of some of Government's key priority programs of work. We collaborate across the agency to use our resources in a clever, agile way and we use a decision-making lens that leads to better outcomes for Tasmanians.

The Finance Management Services is part of the PPG Division. It consists of three teams: Financial Accounting and Operations; Budget Management; and Financial Systems.

About the Role:

Provide assistance in the development and monitoring of the departmental budgets and resources including provision of budget support and advice to budget centre managers on financial and budget management and planning issues.

Contribute at a high level to the provision of efficient, effective and client focused budget management services including compliance with statutory and reporting requirements. Ensure that processes and procedures comply with Government policies and generally accepted accounting principles.

Duties:

1. Provide a client focused service that meets DPAC's needs.
2. Provide support to senior staff in the development and management of DPAC's annual Budget and contribute to the support of business units in relation to budget management at operational levels.
3. Assist in the operation and monitoring of departmental staffing mechanisms.
4. Research, and assist in the evaluation and appraisal of budget and resourcing issues for the Department and individual budget centres.
5. Liaise with and provide advice to budget centre managers on the implementation of budget and resource policies, principles and processes, and in relation to general financial management issues.
6. Prepare complex financial information, analysis, reports and returns, including those required by external organisations, in accordance with legislative and accounting standard requirements and Government policy.
7. Processing and high-level analysis of data maintained within key budget management information systems
8. Undertake high level problem solving in issues relating to budget and financial management.
9. Act in a more senior Financial Management Services position when required.
10. The incumbent 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.

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Level of responsibility:

Responsible for the provision of assistance in the development, management and monitoring of the departmental budget. High level of responsibility and confidentiality necessary for handling sensitive budget and finance related information and issues.

The occupant is responsible to act with a significant degree of independence in day-to-day activities and receives limited supervision from the supervisor. The role will be supervised by the Principal Budget Analyst.

The Department has a range of delegations in place including financial and human resources. The occupant is expected to determine delegations assigned to these duties and exercise these delegations prudently and in accordance with the departmental limitations, policies, and procedures.

Reporting structure:

Work is undertaken under limited supervision and subject to Government and departmental policies and guidelines such as Treasury Instructions and generally accepted accounting principles.

The occupant operates under the general direction of the supervisor and works with a significant degree of independence in day-to-day activities.

Selection criteria:

1. Knowledge of relevant legislation, Government budgeting and accrual accounting standards, principles, procedures, and guidelines. Knowledge of Government policies and financial management procedures.
2. Experience in the management and reporting of budgets and their analysis for multiple end users including senior management and business unit leaders.
3. Demonstrated high level conceptual, analytical, and investigative skills and the ability to think critically and solve problems particularly in relation to general financial management issues, especially budget matters, and contemporary accounting practices.
4. Demonstrated ability to maintain key information in business systems and use of information technology spread sheeting and database management tools in the provision of high-level analysis.
5. High level interpersonal skills, verbal communication, negotiation, consultation, liaison, and written communications skills, particularly in relation to report writing, presentation of analyses and providing recommendations.
6. Personal skills of flexibility and initiative, self-motivation, capacity for innovation and the ability to work effectively in a team environment.

Desirable requirements:

- Appropriate Tertiary qualifications or substantial progress towards such a qualification and membership or eligibility for membership of a relevant professional body.

Essential requirements:

- Nil

State Service Principles and Code of Conduct

Employees should familiarise themselves with the State Service Principles (view at thelaw.tas.gov.au website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

The State Service Code of Conduct (view at thelaw.tas.gov.au website) complements the State Service Principles. It outlines the behaviours and performance expected of State Service employees, including acting appropriately in the course of their duties and maintaining the confidence of the community in the activities of the State Service.

Working environment

DPAC does not tolerate discrimination, harassment or bullying in the workplace. We have a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

The Department is committed to having a diverse and inclusive workforce where all employees feel welcomed, safe and supported. Our employees are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs. They also are diverse in their skills and qualifications, where they live and work, their life and work experiences, personality, abilities, family and caring responsibilities, and their experience of disability. The Department values the unique experiences, knowledge, and skills that our employees bring to their work.

There are a range of flexible work options available to support employees to achieve work/life balance, and workplace adjustments are available to accommodate individuals' needs in the workplace.

Workplace health and safety:

The Department is committed to sustaining an environment and culture that provides for the health, safety and wellbeing of all its workers, by complying with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*.

Our goal is to be recognised as an exemplar with regard to work health, safety and wellbeing throughout the State Service.

Every employee at DPAC has an obligation to:

- Comply with safe work practices;

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- Take reasonable care of the health and safety of themselves and others;
- Comply with any direction given by management for health and safety;
- Report all accidents and incidents in a timely manner; and
- Report all known or observed hazards.

If this position has supervisory responsibilities, additional responsibilities are to provide and maintain as far as possible:

- A safe working environment;
- Safe systems of work;
- Information, instruction, training and supervision that is reasonably necessary to ensure employees are safe from injury and risks to health; and
- A commitment to continually improve our performance through effective safety management.