

Principal Financial Analyst

BUDGET AND FINANCE DIVISION / PROCUREMENT, RISK AND CONTRACT MANAGEMENT BRANCH

Why work for us

The work you will undertake is varied and interesting. We contribute to major government activities that improve the wellbeing of Tasmanians and support the Government's management of the State's financial position.

We are a flexible, diverse, inclusive, and supportive workplace with a strong values-based and team oriented culture. For more information about Treasury and what our staff have to say about working for us, visit our website: www.treasury.tas.gov.au/about-us/careers

The position

As a member of the Government, Insurance and Risk Unit, you will contribute to the effective strategic and operational management of the Tasmanian Risk Management Fund. You will facilitate effective financial management and informed decision making to ensure the long-term financial viability of the Fund, while maintaining a high level of transparency and accountability.

What you will work on

- Provide advice and information to, and build and maintain effective working relationships with, internal and external stakeholders in relation to the operation of the Tasmanian Risk Management Fund, particularly in relation to the Fund's financial policies, the calculation of participant contributions, and the funding of claims.
- Undertake financial management tasks for the Fund, such as the preparation of accurate and timely financial information and reports, the development and monitoring of the Fund's Budget, and preparation of revised and forward financial estimates.
- Undertake research and analysis of financial management issues and the development and maintenance of processes for the financial management of the Fund.
- Manage the Fund's reporting and auditing requirements in relation to Fund operations and arrangements.
- Co-ordinate the calculation, invoicing and collection of contributions payable by Fund participants and the payment of expenses from the Fund.
- Contribute to the strategic and operational management of contracts with the Fund's Actuary and Administration Agent.
- Prepare high-level briefings, reports and submissions, including Ministerial correspondence and Committee papers.
- Assist in the delivery of Branch projects to improve Government risk management, purchasing policy and purchasing outcomes.
- Perform other allocated duties as required.

Responsibility, direction and supervision

You will operate with considerable independence to determine your priorities, approach, and delivery of your work. You will apply existing frameworks when making decisions and may work on multiple subjects. You will provide informed advice on your work. You will provide recommendations on activities and your supervisor may provide guidance for the implementation.

You will use your management skills and expertise to manage a small team including mentoring and evaluating performance.

You will display and promote behaviours that are compliant with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

Skills and experience

Our selection panel will assess your skills, experience and ability to perform the role using the following criteria:



COMMUNICATE

- Prepare high level documents and accurate drafts of complex material.
- Clearly explain complex technical issues to others.
- Represent Treasury in your area of expertise. Where possible, negotiate and influence others to get results.



MANAGE OUTPUTS

- Plan, organise, schedule and prioritise within your work area.
- Coordinate with others and negotiate changes to task deadlines and resources.
- Contribute to the work of other team members.
- Promote and contribute to a client focus.



CONCEPTUALISE/ANALYSE/APPLY JUDGEMENT

- Make appropriate decisions on the team's activities and identify solutions and strategies to non-routine problems.
- Make informed, timely and accurate decisions on the team's activities.
- Provide authoritative advice in your area of expertise.



TEAM/LEADERSHIP/BEHAVIOURS

- Lead, inform, guide and mentor others in your area of expertise and promote organisational objectives.
- Actively contribute to a positive team environment and use your networks to get results.
- Model and promote behaviours in line with Treasury's values.



TECHNICAL/PROFESSIONAL

- Demonstrate highly developed knowledge, skill and ability required for the role.
- Desirable - a relevant qualification or equivalent experience.

Our values

Treasury strives to create a respectful work environment, free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. Our values guide our behaviour:

INTEGRITY

Builds confidence, trust and self-respect, and is the foundation of open and honest communication.

EXCELLENCE

Challenges us to give our best and brings us recognition.

RESPECT

Recognises the value of us all and the contribution we all make.

CAMARADERIE

Creates a fun and supportive place to be.

PASSION

Inspires us to achieve great things.

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*). These can be found at www.dpac.tas.gov.au/divisions/ssmo

Hours Per Week: Flexible up to 73.50 hours per fortnight

Supervisor/Reports to: Manager, Insurance and Risk

Direct Reports: 1

Employment: Permanent

Award/Classification: Tasmanian State Service Award General Stream Band 6

Location: Hobart

Position Number: 724822

Approved by: Danielle Harris, Director, Procurement Risk and Contract Management Branch

Date: 24 September 2024