

Statement of Duties

Department of Premier and Cabinet

As at September 2018

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| Position title: | Chief Financial Officer |
| Position number: | 001497 |
| Award/Agreement: | Tasmanian State Service Award |
| Classification level: | Band 8 |
| Division/branch/section: | Corporate and Culture – Financial Management Services |
| Full Time Equivalent (FTE): | 1.00 |
| Location: | Hobart |
| Position status: | Permanent |
| Ordinary hours per week: | 36.75 |
| Supervisor: | Director, Corporate and Culture |

Agency/Department values:

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

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

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Division profile:

Financial Management Services consists of three teams - financial operations, budgeting and financial reporting and finance systems. These three teams report directly to the Assistant Manager Finance who in turn reports directly to the Chief Financial Officer.

The Corporate and Culture Division comprises Information Technology Services, Human Resources, Financial Management Services, Properties & Procurement, Communications & Protocol, Government Services and Ministerial Support.

Position objective:

To provide direction in the management of the Department's financial planning and budgeting, accounting and reporting services to Departmental management; in accordance with the government and Departmental legislative and policy framework.

Provide strategic support to the Director Corporate and Culture in the management of Departmental resources.

Duties:

1. Provide the Secretary and other senior Departmental management, the Chief of Staff of the Office of the Premier and the Offices of the Opposition parties with high level strategic and specialist advice on complex financial issues. Provide consultancy support to assist them to effectively manage budgets and other financial matters within their areas of responsibility and to facilitate executive decision making.
2. Lead and manage the Agencies' Financial Management Services Branch to ensure comprehensive, effective and efficient development and implementation of designated activities.
3. Lead and develop the Department's budgets and manage the budget cycle and associated reporting processes and systems. Including both output and divisional budgets, financial statements, and other periodic reporting requirements, in accordance with the Financial Management and Audit Act 1990 and other relevant standards, policies and guidelines.
4. Coordinate departmental input into the budget cycle and Mid-Year review process, including liaising with the Executive and departmental managers
5. Identify improvements and manage the implementation of new and revised financial accounting systems, reporting frameworks and processes.
6. Responsible for the provision of regular and ad hoc financial reports, high level submissions, briefings and correspondence as required for the Secretary, the Chief of Staff and other senior managers.
7. As a member of the Corporate and Culture management group provide support to the Director Corporate and Culture in the strategic management of the Division.

Level of responsibility:

Decisions made are based on the exercise of judgement and initiative consistent with the possession of extensive knowledge of financial and resource management and will have significant impact on the management of activities within the Department and in Ministerial and Parliamentary Support.

Provision of authoritative advice to the Secretary, Chief of Staff and other senior management and to staff on a broad range of budget and financial matters and on the interpretation of relevant legislation, policies and procedures.

Liaison, consultation and negotiation with other organisations and agencies may be conducted at senior executive level.

Internal/external liaison up to Secretary/Chief of Staff level. Source of authoritative internal advice on financial matters. There is responsibility for development of options and negotiation of outcomes.

Certifying officer in relation to approvals for expenditure of funds, purchase orders and bank account issues.

Expected to have a leading role in the development and revision of efficient and effective business practices in the Department.

Reporting structure:

Significant degree of independence and autonomy in respect of day to day operations, taking into account legislative requirements, standards and Government and Departmental policies, practices and guidelines.

The role operates under broad direction in terms of meeting strategic direction and objectives. The role reports to the Director, whose input defines the strategic direction, objectives and needs of the Department.

Important correspondence, briefing papers or submissions are subject to review by the Director.

Selection criteria:

1. High level financial management skills including extensive experience and knowledge of budget and financial statement preparation, financial analysis, accounting standards, compliance and contemporary accounting practices including trust accounting and taxation accounting.
2. Proven ability to operate at a strategic level and provide high level authoritative advice to the Agency Executive and senior managers on financial matters with demonstrated high level liaison and consulting skills enabling factual communication , and open discussion when appropriate

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3. Ability to effectively manage the activities of a small team, to motivate and coach staff, and co-ordinate the planning and completion of a variety of work activities ensuring that the objectives of the work unit are achieved within time and resource constraints.
4. . Ability to manage stakeholders and to encourage a client-focus in the work unit. Sound negotiating skills enabling others to adopt a particular course of action where there may be conflicting interests.
5. Sound judgement and problem solving skills required in circumstances where information may be unclear and a variety of outcomes is possible but there is a need to develop innovative solutions or recommendations that meet strategic directions and objectives without necessarily being constrained by existing systems, practices or approaches.
6. Highly developed skills enabling the production of documents that are clear, accurate, concise and understandable to non-specialists.
7. High level understanding of all aspects of computerised financial management, including a demonstrated ability to use information technology to achieve business objectives, and for financial reporting and analysis.

Desirable requirements:

Appropriate tertiary qualifications and membership or eligibility for membership of a relevant professional body. Experience in a government accounting environment would be an advantage.

Essential requirements:

N/A

State Service Principles:

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.

Code of Conduct:

The State Service Code of Conduct (view at thelaw.tas.gov.au website) complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service.

Workplace diversity:

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

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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;
- 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.

White Ribbon:

The Department is committed to providing a healthy and safe working environment for all employees and has a zero tolerance for violence, including violence against women.