

# Senior Financial Analyst

## Statement of duties

Position number	724616
Location	Hobart
Division	Budget and Finance
Branch	Procurement, Risk and Contract Management
Section	Risk and Contract Management
Award	Tasmanian State Service Award
Classification	General Stream, Band 5
Immediate supervisor	Assistant Director - Contracts and Risk
Employment conditions	Permanent
Hours per week	Flexible up to 36.75 hours

### Branch responsibilities

The primary responsibilities of the Branch are to:

- provide advice on and manage the Government's procurement policy and framework;
- manage government common use contracts; and
- proactively minimise the cost of risk to government agencies through the Tasmanian Risk Management Fund.

## Position objective

The Senior Financial Analyst, as a member of the Risk and Contract Management section, will contribute toward the effective financial and budget management activities of the Unit. This will include assisting with the financial management activities for the Tasmanian Risk Management Fund (Fund) and assisting with the management of the Governments light vehicle fleet account. The Senior Financial Analyst will also contribute to the reporting requirements of the Risk and Contract Management section of the Procurement, Risk and Contract Management Branch.

In the context of the selection criteria, to be successful in the position applicants will have:

- Demonstrated critical thinking and problem solving skills;
- Strong financial and data analysis skills;
- Effective quality assurance and audit skills;
- Strong communication skills;
- High level skills in the use of Microsoft Office software, including Microsoft Excel.

## Primary duties

The Senior Financial Analyst's primary duties include:

- assisting with the financial management tasks for the Fund, such as the preparation of accurate financial information and reports, the development and monitoring of the Fund's Budget, and preparation of revised and forward estimates;
- undertaking research and analysis of financial management issues;
- providing advice and recommendations to continuously improve the effectiveness of the financial management activities of the Branch;
- assisting with the preparation of end of financial year and statutory reporting requirements of the fund;
- assisting with the day to day financial administration of whole-of-Government contracts, particularly in relation to the Government's light vehicle fleet;
- preparing memorandums, correspondence and reports as required;
- liaising with officers in other agencies and organisations in relation to the operation of whole-of-Government contracts;
- undertaking other activities as required relating to the day to day operation of the Risk and Contract Management section of the Procurement, Risk and Contract Management Branch

## Level of responsibility, direction and supervision

The Senior Financial Analyst will receive limited guidance from the Assistant Director - Contracts and Risk and will exhibit considerable independence in interpreting and evaluating requirements according to the decision-making framework. The Senior Financial Analyst has the ability to establish new operational guidelines and/or precedents within area of expertise consistent with relevant policy. The Senior Financial Analyst may also supervise a small team of employees, including mentoring and evaluating performance.

Supervisors are responsible for monitoring the work practices and behaviour within their area to promote compliance with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; the policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

## Selection criteria

*Relative merit of candidates for this position is assessed using the following selection criteria:*

### 1. Communication

Demonstrates capacity to: prepare straightforward documentation to a high level and provide accurate and well-structured drafts of complex interpretive material, which may require some rework; and liaise effectively internally and externally with the ability to represent Treasury on operational matters.

### 2. Output management

Demonstrates capacity to: plan, organise, schedule and prioritise work for area of responsibility; coordinate resources, related activities and input from others; and foster and contribute to a client focus.

### 3. Conceptual, analytical and judgement

Demonstrates capacity to: use appropriate decision-making strategies to identify solutions to problems; make informed, timely and accurate decisions to provide operational solutions; and provide authoritative advice in relation to activities.

### 4. Leadership and people skills

Demonstrates capacity to: lead, inform, guide and mentor others in area of operation; contribute to a positive team environment and use networks to obtain results; and behave in alignment with and promote Treasury's Values.

### 5. Technical and professional\*

Demonstrates knowledge, skill and ability in relation to the role or the capacity to rapidly acquire competency.

*The above selection criteria are weighted equally for assessment purposes.*

### \* Qualifications and requirements

Desirable – completion or partial completion of relevant tertiary qualifications and/or professional affiliation.

Approved: Abigail Shelley, Director

Date: 7 July 2021

*For further information please email [recruitment@treasury.tas.gov.au](mailto:recruitment@treasury.tas.gov.au), or visit [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)*

## Working at Treasury

We are responsible for managing the Tasmanian Government's financial resources and for implementing strategies to achieve the Government's economic and financial objectives. Treasury is a challenging and exciting place to work. Our mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government as well as effective and efficient administration of our financial and regulatory responsibilities.

Treasury is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Treasury a great workplace. Our decisions and behaviours are guided by the following values and belief statements:

- **Integrity** as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** as it challenges us to give our best and brings us recognition;
- **Respect** as it recognises the value of each of us and the contribution we all make;
- **Camaraderie** as it creates a fun and supportive place to be; and
- **Passion** as it inspires us to achieve great things.



## Treasury employment conditions

All roles at Treasury can be undertaken flexibly (up to the hours specified) and we will readily consider proposals to reduce hours or to undertake the hours flexibly or with an altered work pattern. We are interested in developing our staff and supporting them to be the best they can be.

We are an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make to our organisation. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training. Our workplace has a culture of zero tolerance towards violence against women, and towards any form of family violence.

Treasury seeks to provide a healthy and safe workplace for all employees and the Department has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. Treasury is a smoke free work environment.

Treasury is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. 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*).