



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Finance Analyst	Level	6
Business Unit	Parks and Natural Environment	Position Number	00222
Directorate	Infrastructure Services	Date Established	June 2006
Reporting to	Business Unit Manager	Date Updated	March 2026

2. KEY OBJECTIVES

- Collating, monitoring and reviewing business unit budgets (operational and capital) and overseeing budget, finance and costing related processes and issues within and across business units.
- Providing the effective provision of financial support services including financial control functions, financial advice and support to the director, managers, co-ordinators and others within the directorate and/or business units.
- Reviewing, monitoring and ongoing continuous improvement to directorate and business unit financial, purchasing, projects & tracking, works & assets systems and processes, including the provision of training to employees on these systems and processes.
- Maintain integrated financial administrative support service across all business units.

3. KEY ACCOUNTABILITIES

- Ensure business unit budgets are managed efficiently and effectively in accordance with both City protocols and processes and relevant accounting/costing principles and statutory requirements such as ISO: 9001.
- Ensure effectiveness, compliance to and accuracy of directorate and/or business unit financial, purchasing and works and assets systems across all directorate Finance Analyst functions.
- Ensure financial management activities are undertaken in accordance with City procedures and processes.
- Undertake activities in accordance with the Directorate Plan, Business Unit Plan, Corporate Business Plan and Strategic Community Plan.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant policies and procedures.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Comply with Work, Health and Safety (WHS) legislation, City policies, procedures and other WHS related requirements, and actively support City safety systems.

4. KEY ACTIVITIES

ACTIVITIES

Outcome: Financial Administration

- Oversee preparation, monitoring, and review of both operational and capital works budgets and provide guidance to coordinators and Business Unit Manager.
- Undertake the collation and submission of business unit budgets, subsequent budget modifications and variance reports.
- Monitor and review business unit budgets monthly to identify discrepancies including:
 - Identifying over/under expenditure and take corrective action including alerting those responsible.
 - Preparing, inputting and submitting budget reallocations (journal entries) for the City's financial records.
- Prepare and provide appropriate, accurate and timely reports related to budgetary and financial matters.
- Prepare monthly operational income statements and capital works reports and provide variance comments.
- Maintain a record of business unit approved budget reallocations and over expenditures, together with supporting documentation.
- Provide input and analysis of data to facilitate assessments of and determine long term and strategic financial needs and goals in accordance with strategic and operational plans.
- Provide accounting and financial related support and guidance to the director, managers, coordinators and others within the directorate and/or business units.
- Undertake research, investigations and analysis of data and information for input into directorate and/or business unit projects and reports.
- Monitor and process accounts for utilities including Synergy, Telstra, Western Power and Water Corporation.
- Report on income and expenditure for the City's Capital Works Program.

Outcome: Finance Systems and Processes

- Ensure systems, processes and activities comply with City protocols, processes, and standards.
- Monitor, review and implement changes to both directorate and business unit related financial, purchasing, projects & tracking, works & assets management systems and processes in support of directorate and/or business unit objectives.
- Provide guidance and training to employees within the directorate or business units relevant to financial matters, financial systems, projects & tracking and works and assets systems.
- Establish and maintain systems to effectively monitor and report on financial performance indicators and service standards at directorate and business unit level.
- Liaise with Financial Services on financial system and corporate finance process requirements.
- Maintain and continuously improve relevant financial processes and procedures within the directorate and/or business units.
- Administering business unit account structure, annual review of relevant fees and charges and updating estimating schedule of rates.
- Review standard labour charge out rates, overhead and fleet allocations as part of the annual budget process.

Outcome: Project and Grant Administration

- Assist with the administration of capital works managed by the business unit.
- Assist with the coordination of capital works in accordance with direction.

- Assist with project management tasks including updating priorities, establishing objectives and milestone due dates, project tracking reporting and scheduling project activities.
- Complete grant claims, maintenance of records and the preparation of externally auditable reports on the City's grant funded projects.
- Assisting in assessing financial implications of proposals and contracts on operational and capital undertakings including taking part in procurement tasks as required.
- Report as required to State and Federal agencies on grant funded projects.
- Ensure that the City recovers grant funding in a timely fashion.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge, and experience.

5. **WORK RELATED REQUIREMENTS**

Essential Skills, Knowledge, Experience and Qualifications:

Skills:

- Advanced skills in Microsoft Office specifically Excel.
- Strong financial and budget management skills.
- Organisational and time management skills.
- Problem solving, research and analytical skills.
- Written, verbal and interpersonal communication skills.

Knowledge:

- Accounting/costing principles.
- Accounting processes, systems and statutory requirements.

Experience:

- Budgeting and financial monitoring (including the preparation of budget and performance reports).
- Project costing environment.
- Experience using computerised financial systems (e.g. Finance One)
- Experience working in teams to achieve desired outcomes.

Qualifications/Clearances:

- Tertiary qualification in Accounting, Business or a related field or an equivalent level of experience and expertise to undertake the range of activities required.
- Current WA 'C' Class Driver's License.
- Current National Police Clearance.

6. **EXTENT OF AUTHORITY**

- Exercises a degree of autonomy but advice is available for complex matters.
- Established work priorities and monitors workflows in areas of responsibility.
- Responsible for developing financial work practices and procedures within the business unit.
- Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available when required.

- Required to exercise judgment and initiative where procedures/ practices / direction are not clearly defined.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Works under general direction

Internal:

- Directorate Leadership team
- Employees within business units and across directorate
- Financial roles within Directorate
- Financial Services Business Unit
- Strategic and Organisational Development Business Unit

External:

- Statutory Bodies
- External Auditors
- Other Local Authorities
- Grant Funding Bodies

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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