

## POSITION DESCRIPTION

<b>Position Title</b> Senior Budget Officer	<b>HR3019</b>  <b>Position Level</b> Level (7/8) Seven/Eight - City of Bunbury Employees 2022 Enterprise Agreement	<b>Reports to</b> Team Leader Financial Accounting
<b>Role of position</b> This position oversees the preparation, monitoring and reporting of the annual budget, ensuring alignment with the financial policies and strategic objectives. This role also involves providing financial analysis, advice and support to the Leadership Team and wider Council to facilitate informed decision-making and long term financial planning.		
<b>Accountabilities</b> <ul style="list-style-type: none"> <li>• Preparation, reporting and processing of the annual budget.</li> <li>• Monitoring budget to actual expenditure and revenue.</li> <li>• Preparation, reporting and processing of the October and February budget reviews.</li> <li>• Preparation, reporting and annual review of the Long Term Financial Plan.</li> <li>• Provide interpretation, strategic advice and recommendations on budget data and economic trends to Manager Finance and Executives.</li> <li>• Provide budgeted financial scenario modelling to the Manager Finance and Executives.</li> <li>• Facilitate interactive strategic/financial workshops with Executives and Councillors.</li> <li>• Develop and maintain budget spreadsheets for strategic and operational use.</li> <li>• Assist in the preparation of statutory and management reports.</li> <li>• Other duties as directed by the Team Leader Financial Accounting.</li> <li>• Provide budget figures and financial data to key stakeholders during the annual review of the organisation's strategic documents, including but not limited to Corporate Business Plan, Workforce Plan Strategy, and other related material.</li> </ul> <b>Essential Criteria</b> <ul style="list-style-type: none"> <li>• Progress towards or recent completion of a Diploma/Advanced Diploma in Business Studies (Accounting); Bachelor of Business (Accounting) or substantial experience in a similar roll within Local Government.</li> <li>• Well-developed knowledge in corporate accounting role(s), Australian Accounting Standards and contemporary accounting practices.</li> <li>• Developed interpersonal, negotiation, analytical and problem solving skills.</li> <li>• Developed written communication skills (including budget and financial reports).</li> <li>• Developed computer application skills, including accounting packages and Microsoft Office.</li> <li>• Developed financial and budget management skills.</li> <li>• General knowledge of Equal Employment Opportunity and Diversity Acts.</li> </ul>	<b>Internal Relationships</b> <ul style="list-style-type: none"> <li>• All City of Bunbury employees</li> <li>• Integrated Planning</li> <li>• People &amp; Safety</li> <li>• Executive Team</li> </ul> <b>External Relationships</b> <ul style="list-style-type: none"> <li>• Local Government Agencies</li> <li>• Elected Members</li> </ul> <b>Financial Accountabilities and Delegations</b> <ul style="list-style-type: none"> <li>• Acts within established practices.</li> <li>• Transmission password holder for banking interface program.</li> <li>• Works with general supervision from the Team Leader Financial Accounting.</li> <li>• Prioritises own work to ensure all tasks are performed within a satisfactory timeframe in line with the policies and procedures.</li> <li>• Freedom to act limited by standards and procedures.</li> <li>• Assistance readily available when problems arise.</li> </ul> <b>Desirable Experience</b> <ul style="list-style-type: none"> <li>• Senior financial/accounting experience in Local Government.</li> <li>• Experience with local government accounting software applications.</li> </ul>	

## POSITION DESCRIPTION

### Mission Statement

Welcoming and Full of Opportunities

### Values

Employees at the City of Bunbury observe the following Values in their day to day activities:

### **We are Community**

- We are **one team**
- We keep each other **safe**
- We display **empathy and respect**
- We have **fun** and **celebrate** our successes
- We work together to **achieve** great outcomes

### **We are Open**

- We are **open** to **opportunities**
- We **actively listen** and think things through
- We are **inclusive** and treat everyone **equally**
- We are **honest** and open in our **communications**
- We are open to feedback to **improve** our performance

### **We are Brave**

- We **lead the change, we own it!**
- We **trust** and **empower** each other
- We have the **difficult conversations early**
- We hold ourselves to the **highest standard**
- We have the **courage** to improve and **simplify**

**#WEARECOB**

### **Misconduct**

City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.

### Employees must:

- Apply accountable and ethical decision making principles within the work environment.
- Behave in accordance with legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.
- Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003.
- Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO.

### **Risk Management**

- Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

### **Customer Service**

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

### **Work Health and Safety**

#### Managers/Supervisors must:

- Ensure adherence to WHS policies and procedures.
- Consult and cooperate with workers and WHS representatives on WHS issues.
- Ensure that workers are equipped with the information, instruction, training, and supervision that they need to work safely.
- Identify, assess, and control hazards within their area of responsibility by applying the hierarchy of controls.
- Encourage early reporting of incidents, gather initial information to assist investigations and forward to WHS Team immediately.
- Ensure that workers are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment.
- Develop Safe Work Procedures as required in consultation with the workers and ensure adherence to procedures.
- Provide PPE as required and ensure workers are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained.
- Maintain relevant knowledge of WHS issues.
- Act as a role model by demonstrating safe work behaviours.

#### Workers must:

- Take reasonable care to ensure their own health and safety and that of others who may be affected by their acts or omissions, as defined in WHS legislation.
- Participate in the development of a healthy and safe workplace.
- Comply with any reasonable instructions given for their own health and safety and that of others, to comply with legislation and local policies and procedures.
- Cooperate with management in its fulfilment of its legislative obligations.
- Report any injury, illness, hazard or near miss immediately, where practical to their supervisor.
- Familiarise themselves with the work health and safety policies and procedures
- Not wilfully or recklessly interfere with safety equipment.

#### **Accountable and Ethical Decision Making**

- Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Act fairly and justly, abiding by principles of due process and natural justice.
- Be accountable and transparent.
- Do your job effectively and as efficiently as possible.
- Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.
- Declare any potential conflicts of interest.

**Name:**

**Signature:**

**Date:**