



## Job Description Form

### Assistant Director Financial Planning

Position Number:	101509	Portfolio:	Strategy and Performance
Classification:	Level 8	Reports to:	Director Finance and Procurement Services, L8
Location:	Joondalup	Direct Reports:	2

### Description

The Assistant Director Financial Planning provides strategic leadership and direction across finance and procurement functions to support the achievement of whole-of-agency priorities. The position delivers high-level strategic and technical advice to senior leadership, drives portfolio performance, and ensures effective resource management aligned with organisational objectives. The role fosters a culture of collaboration, performance, and continuous improvement, and actively contributes to cross-sector engagement and service innovation. It also supports the Director Finance and Procurement Services (Chief Finance Officer) in delivering on strategic goals and may deputise in that capacity when required. This role specialises in financial planning, management accounting, budgeting and corporate governance.

### Responsibilities

#### In context of above description, the role:

- Provide strategic advice and lead the Financial Planning branch to ensure customer-focused and integrated financial planning, management accounting, and budgeting services.
- Develop and lead strategic financial management initiatives, including the Corporate Resource Strategy, to support the department's business requirements and government reforms.
- Lead the delivery of the department's budget and implement strategies to achieve departmental objectives in line with relevant government policy and legislation.
- Monitor and evaluate progress in meeting strategic financial management goals and implement continuous improvement strategies.
- Drive collaboration across portfolios to ensure integrated services to stakeholders and establish a business partnering model, with opportunities to improve, streamline, and simplify processes and policies.
- Promote financial literacy throughout the organization, championing learning and development of relevant skills at all levels.
- Ensure all departmental policies, practices, and procedures comply with legislative responsibilities and government policies, monitoring and reporting on the department's application of them.
- Lead, mentor and coach your leaders to achieve high quality operational objectives aligned with the strategic directions of the department.
- Foster a collaborative and inclusive team environment, promoting professional development and continuous improvement.

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- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

## Our people, our leaders, our values

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At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be [Leading Leaders](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.



**We serve to  
make a  
difference**



**We build  
trust**



**We care**



**Open  
minds**



**Better  
together**

## Work related requirements

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**Read these requirements in context of the above contents.**

1. You have a relevant tertiary qualification in finance, commerce, business or equivalent and membership of a professional accounting body including CPA Australia as a CPA, Chartered Accountants Australia and New Zealand as a Chartered Accountant; or the Institute of Public Accountants as a MIPA.
2. You have highly developed communication and interpersonal skills with ability to present and articulate complex financial models, principles and processes to stakeholders and customers. (You lead collectively).
3. You have demonstrated high-level conceptual and analytical skills including substantial experience in extracting, analysing, and reporting on data from financial information systems. (You think through complexity).
4. You have demonstrated significant knowledge and experience in management, delivery, use and support of integrated financial management systems. (You think through complexity).
5. You have demonstrated experience in management accounting, budget preparation and corporate governance. (You lead collectively).
6. You have demonstrated success leading high-performance teams in innovative approaches to financial planning, fostering continuous improvement, solutions focussed thinking and developing a shared purpose to achieve strategic objectives. (You build capability).

## Special requirements

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- The department will conduct a national police check before offering employment.

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