



Business Improvement Officer

Position Number: 11495
Classification: Level 6
Location: Joondalup

Portfolio: Strategy and Performance
Reports to: Manager Financial Operations, L7
Direct Reports: Nil

Description

The Business Improvement Officer reviews Financial Services policies, practices and procedures across the branch to identify and recommend improvement opportunities with a view to simplification. Identifies opportunities to design and recommend new financial practices, continuous improvement initiatives and embedding best practices in systems, processes, reporting and stakeholder management.

Responsibilities

- Providing advice on the effectiveness of financial management information systems and financial controls in meeting the requirements of the Department.
- Providing information, suggestions and feedback relevant to the role in providing advice on the financial system implications of and financial system risks to the Department's current and projected services.
- Assisting with the effective leadership for the Financial Systems Section to deliver outcomes aligned to the business requirements of the agency.
- Support the Finance system manager with the delivery of effective, efficient and timely business functional support for the financial management information system (FMIS) including improving the efficiency and capability of FMIS users.
- Assisting with the Development and implementation of governance frameworks, policies and procedures to maintain the integrity of finance systems to support compliance with legislation and other standards; includes maintenance of the Financial Systems Manual.
- Developing and upholding relationships with internal and external clients, stakeholders and suppliers to remain abreast of emerging finance systems, trends and developments, supporting contemporary and innovative financial practices within Government.
- Consulting with business users as to changes to FMIS in the areas of chart of accounts, asset management and general reporting.
- Managing relationships with external providers of software support.
- Working with internal and external stakeholders to support development and implementation of projects involving the FMIS
- Liaising with the staff of the Office of the Auditor General and facilitates and supports external and internal audit processes.
- Overseeing development of direct reports as well as assisting with identifying training opportunities or providing training to other staff as required
- Upholds equity, diversity and inclusion, work health and safety and ethical principles in all aspects of this role.
- Promotes and ensures a safe workplace, addressing both physical and psychosocial safety.
- Applies curiosity and performs other duties as required
- Demonstrates leadership behaviours and upholds our values in all actions.



Our people, our leaders, our values

At DWER, we see every employee as a leader. This belief drives our success. To support this, we have established clear [Leadership Expectations](#). For this role, you will be [a Personal Leader](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by [values](#) created by our people. During the selection process, we will assess your ability to fulfil the role's responsibilities while upholding our values. We expect all employees to embody our values and showcase leadership in all aspects of their work.

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Work Related Requirements –

Consider the following requirements in relation to the role description and responsibilities outlined above.

Essential

- You have a relevant tertiary qualification in finance, commerce, business, or information technology/systems, providing a strong foundation for applying financial principles and systems in complex organisational settings (*you grow and adapt*).
- You have a proven ability to lead individuals and teams through continuous change, fostering a resilient and adaptive culture while maintaining focus on strategic outcomes (*you lead with purpose*).
- You have highly developed communication and interpersonal skills, enabling you to clearly present and explain complex financial models and processes to stakeholders and customers with varied levels of financial literacy (*you communicate with purpose*).
- You have high-level conceptual and analytical skills, with substantial experience in extracting, analysing, and reporting data from financial systems to support decision-making and drive financial performance (*you think through complexity*).
- You have demonstrated knowledge and hands-on experience in managing, delivering, and supporting integrated financial management systems to improve operational efficiency and ensure accurate financial reporting (*you deliver results*).

Desirable

- Demonstrated experience of WA public sector reporting processes including knowledge of the Financial Management Act 2006 and Treasurers Instructions.
- Experience with Tech One Financial Systems.
- Membership of a professional accounting body. Such as: CPA Australia as a CPA, Chartered Accountants Australia and New Zealand as a Chartered Accountant; or the Institute of Public Accountants as a MIPA.

Special Requirements

- The department will conduct a national police check before offering employment.
- This position requires the ability for independent travel.