

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

<p align="center">Public Sector Management Act 1994</p>	<p align="center">Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced</p>	
<p>Group: Finance and Administration</p> <p>Division: Financial Management and Resourcing</p> <p>Directorate: Schools Resourcing and Support</p>	<p align="center">Effective Date of Document 14 June 2016</p>	

<p align="center">THIS POSITION</p>			
Title:	Principal Finance Consultant		
Classification:	Level 7		
Position No:	00025705		
<p>Positions under direct responsibility:</p>			
Title: Senior Resourcing Consultant	Classification: Level 6	Position No: 00011880	Number of FTE's Controlled: 3

<p align="center">REPORTING RELATIONSHIPS</p>			
TITLE:	Director, Schools Resourcing and Support		
LEVEL:	9		
POSITION NUMBER:	00019338		
TITLE:	Manager, Schools Resourcing		
LEVEL:	8		
POSITION NUMBER:	00011881		
<p>This position and the positions of:</p>			
Title Principal Project Officer	Level 6	Position Number 00019310	

TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Principal Finance Consultant	Level 7	00025705	14 June 2016

CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity, care and equity are valued.

The Schools Resourcing and Support Directorate is responsible for:

- developing and implementing the financial resource package for schools
- managing and monitoring the transfer of school funding through the School Allocation Module
- providing advice and support to schools on financial management including the one-line budget, accounting and financial reporting
- implementing the Government's financial management reforms as they relate to reporting, legislative compliance, policy and financial advice.

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Principal Finance Consultant	Level 7	00025705	14 June 2016

ROLE

The Principal Finance Consultant:

- assists in the evaluation, development, implementation and review of relevant resourcing policies, procedures and strategies, and participates in the ongoing identification of funding requirements
- monitors and provides advice on developments in financial legislation and government policy that may affect schools resourcing, financial reporting to schools or operation of schools' one-line budget
- analyses financial data and information and provides reports to assist in determining resource allocations for schools in accordance with the funding allocation mechanism
- oversees the development and maintenance of computer programs used for allocating and reporting on financial resources for schools
- oversees the processing of targeted initiatives, operational response and regional allocations to schools
- researches, evaluates and reports on emerging trends and issues in schools' financial resourcing and implements continuous improvement for providing resources to schools
- provides advice and support to school, regional and central office staff for the implementation of resourcing initiatives and strategies
- provides advice and information to the Minister, Corporate Executive and Directors on school resourcing issues
- prepares responses to Ministerial correspondence, parliamentary questions and general enquiries related to schools resourcing
- develops support materials and delivers training programs
- manages and leads staff members within the Schools Resourcing team in the development and achievement of business goals
- represents the Directorate on various working parties and committees in relation to schools resourcing
- works with other teams on shared priorities and initiatives to deliver integrated services and support to schools
- establishes and maintains working relationships and communication networks with a number of internal and external stakeholders
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

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OUTCOMES

1. Resourcing policies, procedures and strategies are developed, implemented and reviewed.
2. School financial management systems are continually enhanced to incorporate contemporary trends and legislative requirements.
3. Targeted initiatives and operational responses are processed in a timely manner.
4. Emerging trends and issues in schools' financial resourcing are researched, evaluated and reported on.
5. Advice and support is provided to staff for the implementation of resourcing initiatives and strategies.
6. Advice and information on school resourcing issues are provided in a timely manner to the Minister, Corporate Executive and Directors.
7. The Directorate is represented on schools resourcing working parties and committees.
8. Responses to correspondence, Ministerial requests, briefings and reports are prepared in a timely manner.
9. Collaborative working relationships are established and maintained with stakeholders.
10. Accrued leave of staff is managed effectively.
11. Performance management and development is delivered effectively.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated extensive knowledge and understanding of relevant financial legislation and policy and extensive experience in financial management and reporting.
2. Demonstrated highly developed leadership and management skills with a proven ability in the coordination and delivery of a financial management service.
3. Demonstrated highly developed oral and interpersonal communication skills with the ability to liaise and negotiate effectively with individuals at all levels and in a range of contexts.
4. Demonstrated highly developed written communication and presentation skills, including extensive experience in the preparation of complex reports, Ministerial responses, briefing notes and policy development.
5. Demonstrated highly developed research, conceptual, analytical and risk management skills, including the ability to provide innovative solutions to strategic and complex problems and issues.
6. Demonstrated practical experience in financial analysis, data interpretation and financial models.

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ELIGIBILITY

Employees will be required to:

- hold a recognised tertiary qualification in Accounting, Business, Finance or related area; and
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 14 June 2016
HPRM REF # D16/0370539