



JOB DESCRIPTION FORM

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced	
Group: Education Business Services	Effective Date of Document	
Division: Finance and Commercial Services	26 October 2017	
Directorate: Financial Services		
Branch: Financial Accounting and Reporting		

THIS POSITION

Title: Principal Financial Accountant

Classification: Level 7

Position No: 00019367

Positions under direct responsibility:

Title:	Classification:	Position No:	Number of FTEs Controlled:
Senior Financial Accountant	Level 6	Various	
Financial Accountant	Level 5	00013917	
Graduate/Assistant Accountant	TBA	TBA	

REPORTING RELATIONSHIPS

TITLE: Director, Financial Services
LEVEL: 9
POSITION NUMBER: 00038090

TITLE: Manager, Financial Accounting and Reporting
LEVEL: 8
POSITION NUMBER: 00038134

This position and the position of:

Title	Classification	Position Number
Principal Financial Reporting Officer	Level 7	TBA

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Principal Financial Accountant	Level 7	00019367	26 October 2017

CONTEXT

For information with respect to the Department go to: <https://www.education.wa.edu.au/web/our-organisation/home>.

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information and communication technologies (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

We are committed to contemporary work practices and adhere to the following service delivery principles:

Responsive: We respond to and reflect the needs of our customers.

Flexible: We are flexible and understand that our customers are not all the same.

Transparent: We are clear and open about our services, processes and decision making.

Accountable: We hold ourselves to high standards and deliver on our commitments.

Collaborative: We work in partnership with our customers.

The Financial Reporting Branch is part of the Financial Services Directorate and is responsible for coordinating the statutory financial reporting obligations of the Department including the preparation of the Department's quarterly whole-of-government reporting to the Department of Treasury, annual financial statements and other external reporting. This includes the preparation of the Department's MySchool reporting.

The Branch plays a key role in the development of new accounting processes and advising on accounting treatment as well as maintaining mapping for the chart of accounts in consultation with the Budget Management and Analysis Branch.

ROLE

The Principal Financial Accountant:

Specialist Services

- coordinates Departmental statutory reporting obligations, including preparing, presenting and reviewing financial reports for the Education Council and preparing financial reports related to the Department's delivery of services
- oversees the preparation, review and maintenance of the Department's cash-flow estimates
- provides input into special projects, as and when required, including the development of appropriate costing models
- liaises with professional bodies and associations and representatives of the Department of Treasury and Department of Finance, the Office of the Auditor General and the Australian Taxation Office
- ensures that developments in accounting standards and financial legislation are properly evaluated and adopted by the Department and distributed.

Management and Branch Support

- provides support to the Manager with briefings, maintenance and distribution of accounting policy, strategic planning issues, and the provision of training and professional leadership
- provides support to the Director, Financial Services with briefings, the preparation of parliamentary and ministerial responses
- provides leadership, supervision and performance management to staff

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- works closely with other officers in Financial Services to ensure that best practice in financial management and external reporting is adopted, in particular in relation to the Government's financial management reform process
- contributes to the management of the Branch
- 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
- mentors and leads team members in the development and achievement of Branch business goals
- contributes to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables
- contributes to change management projects relevant to the Branch
- represents the Branch, as required, on EBS committees and working parties.

Customer and Stakeholder Management and Liaison

- maintains a focus on customer-service delivery and continuous improvement of services
- develops and maintains effective communication links and working relationships to ensure access to diverse specialist knowledge.

OUTCOMES

The Principal Financial Accountant is required to demonstrate achievement in relation to the following outcomes.

1. Financial reports are prepared in an accurate and timely manner in accordance with AIFRS and other regulatory requirements.
2. Developments in accounting are properly evaluated and adopted.
3. Audit matters are attended to in a proactive way and financial reforms and matters of innovation and best practice in financial accounting are progressed throughout the Department.
4. Quality briefings, research, analysis, support and advice are provided to clients on issues relating to financial accounting, legislation and accountability.
5. Ministerial correspondence and briefings, parliamentary questions and general correspondence are attended to in a timely and informative manner.
6. Appropriate liaison with other finance staff, Department of Treasury, Department of Finance, Department of Education and the Office of the Auditor General officers is maintained during the development and/or maintenance of accounting processes and procedures.
7. Activity costing is undertaken as required and costing models are maintained.
8. The Department's cash flow estimates are reviewed and adjusted as necessary and the Department's cash requirements are monitored and assessed on a daily basis.
9. Leadership, supervision, training and support is provided to reporting staff.
10. Customers and other stakeholders are satisfied with services and support provided by the Branch.
11. Communication with staff at all levels across EBS and the Department is effective, clear and concise.

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12. Accrued leave of staff is managed effectively.

13. 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.

1. Demonstrated highly developed communication and interpersonal skills including negotiation, facilitation and consultation skills and the ability to liaise with individuals at all levels.
2. Demonstrated substantial experience in preparing and consolidating accrual financial statements in a large organisation.
3. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative solutions to complex problems and perform complex financial modelling.
4. Demonstrated substantial knowledge and understanding of legislation, accounting standards, government policy and emerging issues relating to financial management and statutory reporting, including a thorough understanding of the Australian equivalent to the International Financial Reporting Standards and Treasurer's Instructions.
5. Demonstrated highly developed skills and experience in providing leadership and managing people effectively.

ELIGIBILITY

Employees will be required to:

- hold relevant tertiary qualifications in an accounting or related discipline and eligibility for membership of a professional accounting body; 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 26 October 2017
TRIM REF # D17/0449634