

Senior Financial Analyst

Budget Management and Analysis

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| Position number | 00038231 |
| Agreement | Public Sector CSA General Agreement 2019 (or as replaced) |
| Classification | Level 6 |
| Reports to | Principal Financial Analyst (Level 7) |
| Direct reports | Nil |

Context

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 Budget Management and Analysis Branch is part of the Financial Planning and Resourcing Division. The Branch is responsible for the management of the Department's budget at a corporate level, management reporting, cash management, central and regional office budget management and advice as well as FTE reporting and assisting with capital works budget reporting.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Specialist Services

- Develop and maintain budget and monitor performance of salary, staffing Full Time Equivalent (FTE), and school direct expenses and revenue.
- Develop and maintain departmental salaries and FTE budgets at a detailed level for central office and regional offices, and produce the monthly corporate finance report for the Finance and Investment Committee and the Minister.
- Monitor trends in expenditure and FTE, analyse actual performance against budgets and performance trends, as well as identifying and reviewing variances and anomalies.
- Assist in the costing and modelling of FTE to inform Enterprise Bargaining Agreement negotiations.
- Provide analysis and reports in response to Parliamentary questions, Ministerial queries, media and other ad hoc enquiries.
- Research improvements in financial management that involve identifying Department/system-wide trends or issues to enhance budget preparation, resource management, reporting and financial control.
- Provide training and support to team members and cost centre and program managers on budget management issues.

Branch Support

- Support the Principal Financial Analyst to develop and review financial processes and guidelines for improving budget management and reporting.
- Support the development and enhancement of an Integrated Corporate Performance reporting tool (finance, human resources, and student/schools data).
- Contribute to the management of the Branch.
- Contribute 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.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on Directorate committees and working parties.

Customer and Stakeholder Support and Liaison

- Maintain a focus on customer service delivery and continuous improvement of services.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders.
- Research, develop and implement financial management training programs and resources for departmental staff.

Selection criteria

1. Demonstrated well developed skills and considerable experience in budget management, financial reporting and financial modelling using complex accounting systems and reporting and analysis tools to interrogate and analyse large volumes of data.
2. Demonstrated considerable knowledge and understanding of accounting standards, government policy and current directions in financial management and reporting.
3. Demonstrated highly developed planning and organisational skills with the ability to coordinate and deliver financial management services.
4. Demonstrated well developed interpersonal, verbal and written communication skills, including the ability to undertake high-level consultation and negotiation and to work co-operatively with others at all levels and in a team environment.
5. Demonstrated well developed conceptual and analytical skills to provide innovative solutions to complex problems.

Eligibility and training requirements

Employees will be required to:

- hold relevant tertiary qualification in business, commerce, finance or related field or equivalent substantial experience
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- 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 responsibilities and other requirements of the position.

ENDORSED

Date 18 June 2021
Reference D21/0336714