



Job Description Form

Manager, Budget Management and Analysis

Position number	00038133
Agreement	Public Sector CSA Agreement 2024 (or as replaced)
Classification	Level 8
Reports to	Director, Financial Planning and Resourcing (Level 9)
Direct reports	Principal Budget Officer (Level 7) Principal Financial Analyst (Level 7) Budget Officer (Level 5)

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 Financial Planning and Resourcing Directorate has responsibility for budget management, the resourcing of schools, cost and demand modelling, management reporting and leading the annual budget process. The Directorate provides advice and support to the Senior Executive on all finance related matters and implements the Government's financial reforms. The Directorate works in unison with other Managers and Directors in the Division to achieve organisational outcomes including developing the internal budget, coordinating the preparation of the Government budget papers as well as providing regular and ad hoc financial analysis.

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

Key responsibilities

The Manager, Budget Management and Analysis 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 Full-Time Equivalent (FTE) reporting and assisting with capital works budget reporting.

Leadership and Management

- Develop and maintain the Department's internal and statutory consolidated budget and the reporting of budget performance.
- Review and assess the cash and accrual consolidated budget requirements of the Department through a system of forward estimates.
- Develop reports on Departmental FTEs and capital works budgets in a timely and efficient manner.
- Report to the Director and the Executive Director on variations to the corporate budget and projected budget outcomes and facilitate any requirements for budget adjustments.
- Monitor and control expenditure and revenue of corporate programs through the review of financial performance reports and close liaison with program managers.
- Influence Finance and Commercial Services' strategic directions and business plans through maintenance of an awareness of best practice, trends and issues concerning the core functions of the Branch.
- Contribute to the strategic management and leadership of the Directorate.
- Develop plans and systems to support/enable/monitor achievement of the Directorate's vision and imperatives in alignment with division objectives.
- Deploy Branch resources, including people, financial, physical and information, to ensure they are available to address the Directorate's strategic plans, contractual obligations and other organisational priorities.
- Provide leadership, supervision and performance management of staff and encourage and assist with the development and implementation of strategies to ensure effective, accurate and transparent Branch outcomes.
- Create 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.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Maintain a strong focus on customer service delivery and continuous improvement of services.
- Lead and oversee change management projects relevant to the Branch.

Client and Stakeholder Management

- Support the Executive Director with the provision of accurate and timely briefings and the preparation of parliamentary and ministerial responses.
- Build strategic alliances with customers, stakeholders, interest groups and across EBS to enable development, acceptability and achievement of designated outcomes and to promote service capabilities.
- Represent EBS, as required, on Departmental and across Government committees and working parties.

Specialist Services

- Develop and manage financial strategies and processes to facilitate efficient and effective budget development and reporting.

- Facilitate the provision of training and mentoring to budget holders and for the implementation of Government's Financial Management initiatives as they apply to budget management.
- Build and maintain effective relationships with budget holders across the Department and with counterpart officers in the Department of Treasury to facilitate budget management and reporting delivery outcomes.
- Provide high-level advice to the senior management on budget formulation and management issues.
- Ensure compliance with financial policy and statutory requirements such as the *Financial Management Act 2006*, Treasurer's Instructions and Public Sector Standards.

Selection criteria

1. Demonstrated high-level skills and experience in the provision of strategic financial advice to senior and executive level management.
2. Demonstrated high-level skills and experience in financial planning and resource management at a strategic and operational level with the ability to deliver quality and timely budgets and related financial management services.
3. Demonstrated high-level strategic leadership skills in managing human, physical, financial, technological and information resources.
4. Demonstrated high-level verbal and written communication and interpersonal skills to effectively liaise with key internal and external stakeholders at a senior level and to build strong relationships.
5. Demonstrated high-level skills and experience recognising opportunities to enhance product/service delivery and capitalise on these through effective change strategies.
6. Demonstrated high-level skills and experience in achieving outcomes and delivering quality products and services consistent with customer needs and defined quality expectations, including timeliness.
7. Demonstrated high-level analytical and conceptual skills to provide innovative solutions to complex problems.
8. Demonstrated high-level knowledge and understanding of national and international trends and issues relating to the core functions of the Branch.

Eligibility and training requirements

Employees will be required to:

- hold a tertiary qualification in an accounting or related discipline and eligibility for membership of a professional accounting body
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 16 January 2026
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