



Principal Financial Accountant

Financial Accounting and Reporting

Position number	00019367
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 7
Reports to	Manager, Financial Accounting and Reporting (Level 8)
Direct reports	Senior Financial Accountant (Level 6) Financial Accountant (Level 5) Financial Reporting Officer (Level 3)

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 communication and 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 Accounting and 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 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.

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

Key responsibilities

Specialist Services

- Coordinate Departmental statutory reporting obligations, including preparing, presenting and reviewing financial reports related to the Department's delivery of services.
- Liaise with professional bodies and associations and representatives of the Department of Treasury, Department of Finance, Office of the Auditor General and Government Schools Finance Statistics Group.
- Ensure that developments in accounting standards and financial legislation are properly evaluated and adopted by the Department and distributed.
- Provide input into special projects, as and when required.

Management and Branch Support

- Provide support to the Manager with briefings, maintenance and distribution of accounting policy, strategic planning issues, and the provision of training and professional leadership.
- Provide support to the Director, Financial Services with briefings, the preparation of parliamentary and ministerial responses.
- Provide leadership, supervision and performance management to staff.
- Work 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.
- Contribute to the management of the Branch.
- 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.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.
- Mentor and lead team members in the development and achievement of Branch business goals.
- 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 EBS committees and working parties.

Customer and Stakeholder Management and Liaison

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

Selection criteria

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 and training requirements

Employees will be required to:

- hold relevant tertiary qualifications in an accounting or related discipline and eligibility for membership of a professional accounting body
- complete the Department's induction program within 3 months of commencement
- 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
- 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 12 December 2024
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