



Manager, Financial Accounting and Reporting

Financial Accounting and Reporting

Position number	00038134
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 8
Reports to	Director, Financial Services (Level 9)
Direct reports	Principal Financial Accountant Principal Consultant – Financial Reporting

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

Leadership and Management

- Manage the preparation of reports to state and commonwealth government agencies, statutory reporting (including annual financial statements), ministerial, miscellaneous internal reporting and projects.
- Manage the timely and accurate preparation of external reports relating to gifts and travel.
- 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 Branch's vision and imperatives in alignment with Divisional 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 Industrial Instruments 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

- Provide high-level advice to the Director on strategies and policies relating to financial reporting and financial accounting.
- Liaise, consult and negotiate with senior management of the Department.
- Provide advice to internal customers on financial accounting functions.
- 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.
- Prepare timely and quality briefings and responses for Parliament, the Minister and other external stakeholders.
- Foster links with Treasury, the Office of the Auditor General, consultant organisations and professional bodies in relation to finance, accounting and reporting requirement matters.
- Represent EBS, as required, on Departmental and across Government committees and working parties.

Specialist Services

- Develop, implement and evaluate internal systems, practices and procedures to ensure compliance against Accounting Standards, the *Financial Management Act 2006*, Treasurer's Instructions and other legislative requirements.
- Provide guidance and direction to a broad range of customers and stakeholders related to financial accounting, and reporting.
- Implement financial management policies and procedures.

Selection criteria

1. Demonstrated high-level experience in the preparation and consolidation of financial statements and reports in a large private or public sector organisation.
2. Demonstrated high-level skills and experience in achieving outcomes and delivering quality products and services consistent with customer needs, external requirements and defined quality expectations, including timeliness.
3. Demonstrated high-level analytical and conceptual skills to provide innovative solutions to complex problems.
4. Demonstrated high-level knowledge and understanding of the legislative framework, standards, risk management and best practice methodologies relevant to compliance.
5. Demonstrated strategic leadership skills in managing human, physical, financial, technological and information resources.
6. 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.
7. Demonstrated high-level skills and experience in recognising opportunities to enhance product/service delivery and capitalise on these through effective change strategies.
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
- 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 27 November 2024
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