



Principal Financial Analyst Financial Planning and Resourcing

Position number	00046730
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 7
Reports to	Director, Financial Planning and Resourcing (Level 9)
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 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 Planning and Resourcing Directorate is part of the Finance and Commercial Services Division.

The Directorate is responsible for key finance-related functions, including overall budget and resource management, cost and demand modelling, providing high-level strategic financial advice, school resourcing including the management and continuous improvement of the student-centred funding model (SCFM), and financial management reporting.

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

Key responsibilities

Specialist Services

- Review, assess and provide strategic advice and information on the Department's budget requirements and resourcing to schools, regional offices and central services.
- Undertake data analysis and complex financial modelling relating to budgeting and resourcing.
- Work closely with other teams to identify trends and issues related to resourcing and expenditure to inform refinement of budgets.
- Provide specialist advice and information to senior management on budget related issues.
- Work closely with the Budget and Resourcing Systems Branch on maintaining and improving finance systems.
- Provide support and information on departmental reporting and budgeting tools.
- Research, develop and review accounting standards, policies, practices and systems.
- Contribute to the implementation of Government and Departmental financial management initiatives.
- Research, prepare and review briefing papers, correspondence, confidential reports and parliamentary and ministerial responses on behalf of the Director.

Management and Branch Support

- Contribute to managing the Directorate.
- 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 Directorate 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.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated substantial knowledge and experience in contemporary financial management, complex financial and statistical modelling, review and reporting in a large/complex organisation.
2. Demonstrated highly developed analytical and conceptual skills to provide innovative solutions to complex problems.
3. Demonstrated highly developed skills and experience in achieving outcomes and delivering quality products and services consistent with customer needs and defined quality expectations, including timeliness.
4. Demonstrated highly developed interpersonal and communication skills to undertake productive consultation, collaboration and negotiation and to build effective relationships with key internal and external stakeholders on complex financial issues.
5. Demonstrated highly developed written communication skills, including experience in preparing reports, briefing papers and responses to Senior Executive and/or Ministerial/Parliamentary requests.

Eligibility and training requirements

Employees will be required to:

- hold relevant tertiary qualification in business, commerce, finance or related field, or substantial equivalent experience
- 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 13 February 2025
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