



Principal Consultant, Finance Business Improvement and Projects

Finance Services

Position number	00040377
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 7
Reports to	Manager, Finance Services (Level 8)
Direct reports	Finance Officer - Business Improvement x 2 (Level 4)

Context

The Business and Customer Services (BCS) Directorate supports the objectives and outcomes of clients by providing value for money corporate services through skilled and motivated people. The BCS aims to deliver services within an environment of standardised systems and processes.

The Finance Services Branch provides accounts payable, accounts receivable, maintenance of the Department's asset registers, credit card management, lease administration, debt recovery, general ledger and taxation services.

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Key responsibilities

Specialist Services

- Provide leadership in the delivery of Finance Services business improvement strategies, including identifying efficiencies, audit coordination, change initiatives, process design, project management and training.
- Monitor, evaluate and review finance processes, procedures and systems and make recommendations for improvements to systems and processes.
- Undertake research, analysis and planning for initiatives, strategic projects or policy frameworks relating to business improvement and develop solutions to identified issues.
- Maintain an awareness of trends, legislative requirements and issues related to the team's deliverables, including the Financial Management Manual, Financial Management Act, Australian Accounting Standards, Treasurers Instructions and other related legislation such as Goods and Services Tax (GST) and Fringe Benefits Tax (FBT).
- Promote standardisation and efficient work practices across the Finance Services team.
- Liaise with work streams in the delivery of change control processes identified.

- Oversee project management of new system implementation or financial improvement projects across Finance Services, including developing and presenting business cases which support implementation of strategies.
- Provide high level advice to the Manager and senior officers of the Department to assist with informed decision making.
- Lead and coordinate process mapping, creation and management of tools to distribute information, including dashboards.
- Oversee the audit and compliance function for Finance Services.
- Work closely with ICT to implement and manage changes to the financial accounting systems and processes.
- Oversee the maintenance of work procedure documentation, checklists, forms and templates.
- Prepare performance measures and processes statistics relevant to the scope of activity.

Management and Branch Support

- Contribute to the management of the Branch.
- Provide strategic leadership, direction and support to staff in the Business Improvement team, including establishing and maintaining effective working relationships with individuals and improving the individual performance through performance management and training.
- Mentor and lead team members in the development and achievement of Branch and Directorate business goals.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Education Business Services (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.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on internal and external committees and working parties.

Customer and Stakeholder Management and Liaison

- 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.
- 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

Job specific criteria

1. Demonstrated highly developed project management, leadership and strategic planning skills with the ability to influence, manage and respond effectively to complex financial projects and respond effectively to business priorities to optimise the performance of individuals and teams.
2. Demonstrated substantial knowledge and application of contemporary accounting systems, processes and practices, financial legislation, policy and operational instruments, including the Australian Accounting Standards, *Financial Management Act*

2006, Regulations and Treasurer's Instructions, in a large organisation with complex systems.

Capability criteria (see the Education Business Services, Department of Education Learning and Growth Framework for more detailed information)

3. Demonstrated ability to think strategically, including the ability to critically analyse information and build support for change initiatives whilst providing strong leadership.
4. Demonstrated ability to proactively achieve results, including developing business and work plans that effectively distribute resources and talent to achieve the goals and using effective planning processes to translate goals.
5. Demonstrated ability to communicate and influence, including the ability to drive a culture of open and transparent communication and direct discussion and debate, and steer parties toward an effective resolution.
6. Demonstrated ability to exhibit professionalism and drive, including the ability to model the highest standards of ethical behaviour, probity and professionalism whilst reinforcing them in others as well as acting as a professional role model for colleagues and setting high personal goals.
7. Demonstrated ability to build and sustain productive relationships, including the ability to build and communicate a culture of cooperation and collaboration, promoting a culture of delivering high quality customer service and negotiating clear performance standards whilst monitoring progress.
8. Demonstrated highly developed conceptual, analytical and evaluation skills with the ability to provide high-level advice on complex issues, solve complex problems and implement business improvements.

Eligibility and training requirements

Employees will be required to:

- hold a relevant Tertiary qualification in finance or accounting and exhibit progress toward a Certified Public Accountant (CPA) or equivalent qualification
- 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 19 March 2026
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