



# JOB DESCRIPTION FORM

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992 Public Service and Government Officers CSA General Agreement 2017 or as replaced
<b>Group:</b> Education Business Services	<b>Effective Date of Document</b> 26 March 2018
<b>Division:</b> Finance and Commercial Services	
<b>Directorate:</b> Financial Services	
<b>Section:</b> webSIS Project Team	

<b>THIS POSITION</b>	
<b>Title:</b>	Finance Consultant, Systems Implementation
<b>Classification:</b>	Level 5
<b>Position No:</b>	Generic
<b>Positions under direct responsibility:</b> Nil	

<b>REPORTING RELATIONSHIPS</b>		
<b>TITLE:</b>	Director, Financial Services	
<b>LEVEL:</b>	9	
<b>POSITION NUMBER:</b>	00038090	
<b>TITLE:</b>	Principal Finance Consultant (System Implementation)	
<b>LEVEL:</b>	7	
<b>POSITION NUMBER:</b>	00035849	
This position and the positions of:		
<b>Title</b>	<b>Classification</b>	<b>Position Number</b>
Senior Finance Consultant (Systems)	Level 6	00037442
Finance Consultant, Systems Implementation	Level 5	Various

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Finance Consultant, System Implementation	Level 5	Generic	26 March 2018

## CONTEXT

For information with respect to the Department go to: <https://www.education.wa.edu.au/web/our-organisation/home>.

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 webSIS Finance Project Team is part of the Financial Services Directorate and works closely with the ICT webSIS project team. The Project Team is responsible for providing an integrated finance solution for schools comprising of the Finance and the General Ledger, Asset and Resource Management, Purchasing and Payables and Billing and Debtor Management modules and an opportunity for improvement in accounting and business processes to enhance financial management and decision making for school users.

The Project Team is responsible for developing system design, software testing, training, migration, implementation and support to schools.

## ROLE

The Finance Consultant, System Implementation:

### Specialist Services

- provides high-level support and advice to end users on the implementation of Financial Management Information Systems and accounting operations in schools
- implements conversions, data analysis, migration, assessment of financial management, accounting and revision of the chart of accounts
- assists with the development and implementation of processes, procedures and guidelines to support clients with the implementation of a web-enabled finance system package in schools
- provides information and problem-solving support to clients on the Department's financial infrastructure to facilitate legislative compliance and accountability
- identifies issues arising from policy changes, financial and taxation reforms and the introduction of new technology or systems
- contributes to the preparation of training materials and the development and delivery of training programs for school administrators, managers of corporate services and support staff.

### Management and Branch Support

- contributes 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
- contributes to change management projects relevant to the Directorate.

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### Customer and Stakeholder Management and Liaison

- develops and maintains effective networks and working relationships with end users to implement a web-enabled finance system package for schools
- maintains a focus on customer service delivery and continuous improvement of services.

### OUTCOMES

The Finance Consultant, Systems Implementation is required to demonstrate achievement in relation to the following outcomes.

1. The implementation of replacement web-enabled finance software for schools and quality assurance of financial management systems used by schools is supported.
2. Quality support and advice is provided for the development of school financial processes, procedures, accounting operations and financial management.
3. An appropriate financial information environment is implemented for accurate and timely generation of financial information and reports.
4. Processes and procedures comply with legislation and Departmental policy.
5. Collaborative communication networks are established and maintained with stakeholders.
6. Specialist support, advice and documentation are provided to the Directorate and schools regarding the implementation of financial management information systems.
7. High-quality professional support, advice and training materials are developed and delivered to Directorates and schools.

### SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position.

1. Demonstrated considerable knowledge and understanding of the financial legislative framework, such as Financial Management in Schools: Finance and Accounting, *School Education Act*, *Financial Management Act*, Regulations and Treasurer's Instructions, taxation legislatures and Departmental policy and procedures.
2. Demonstrated well developed organisational skills, including practical experience in the development, implementation and support of financial management information systems.
3. Demonstrated well developed research, conceptual and risk management skills, including the ability to provide innovative solutions to strategic and complex problems and issues.
4. Demonstrated well developed oral and interpersonal skills with the ability to work effectively and professionally with internal and external stakeholders and build and maintain effective relationships and networks.
5. Demonstrated well developed written communication skills, including the ability to develop and deliver financial training programs.

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## **ELIGIBILITY**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment;
- hold a current 'C' Class Driver's Licence; and
- travel to schools and regions.

## **TRAINING**

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

## **CERTIFICATION**

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

## **ENDORSED**

**DATE 26 March 2018**

**TRIM REF # D18/0119099**