



# JOB DESCRIPTION FORM

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced
<b>Group:</b> Education Business Services	<b>Effective Date of Document</b> 6 November 2017
<b>Division:</b> Finance and Commercial Services	
<b>Directorate:</b> Financial Planning and Resourcing	
<b>Branch:</b> Budget Management and Analysis	

## THIS POSITION

**Title:** Senior Financial Analyst

**Classification:** Level 6

**Position No:** 00028069

**Positions under direct responsibility:** Nil

## REPORTING RELATIONSHIPS

**TITLE:** Manager, Budget Management and Analysis

**LEVEL:** 8

**POSITION NUMBER:** 00030959

**TITLE:** Principal Financial Analyst

**LEVEL:** 7

**POSITION NUMBER:** 00029510

**This position and the positions of:**

<b>Title:</b>	<b>Classification:</b>	<b>Position Number:</b>
Senior Financial Analyst	Level 6	Various
Financial Analyst	Level 4	00011944

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Senior Financial Analyst	Level 6	00028069	6 November 2017

## 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 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 Budget Management and Analysis Branch is part of the Financial Planning and Resourcing Division. The Branch is responsible for the management of the Department's budget at a corporate level, management reporting, cash management, central and regional office budget management and advice as well as FTE reporting and assisting with capital works budget reporting.

## ROLE

The Senior Financial Analyst:

### Specialist Services

- develops and maintains detailed Departmental budget allocations, budget reviews and management reporting
- develops and maintains Departmental salaries and Full Time Equivalent (FTE) budgets at a detailed level for central office and regional offices
- monitors trends in expenditure and FTE and actual against budget, including investigating and explaining variances and anomalies as part of the operational and executive level monthly reporting cycle
- facilitates accurate and timely reporting, as well as ongoing enhancement of the Human Resource Minimum Obligatory Information Requirement (HR MOIR) to the Public Sector Commission
- assists in the costing and modelling of FTE ceiling for the Department, financial management and one line budgeting reforms
- provides analysis and reports to supplement Parliamentary questions, answers to cabinet, media and ad hoc enquiries
- researches and develops system and data integrity improvements that involve identifying Department/system-wide trends or issues to enable accurate data extraction and analysis
- provides training and support to team members and cost centre and program managers on budget management issues.

### Branch Support

- provides support to the Manager to develop and review financial processes and guidelines for improving budget management
- supports the development and enhancement of an Integrated Corporate Performance reporting tool (finance, human resources, and student/schools data)
- contributes to the management of the Branch
- contributes to a work environment that is safe, fosters equity and diversity, enables the

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achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables

- contributes to change management projects relevant to the Branch
- represents the Branch, as required, on Directorate committees and working parties.

### **Customer and Stakeholder Support and Liaison**

- maintains a focus on customer service delivery and continuous improvement of services
- establishes and maintains collaborative working relationships and effective communication networks with internal and external stakeholders
- researches, develops and implements financial management training programs and resources for Departmental staff
- develops and maintains effective communication links and working relationships to ensure access to diverse specialist knowledge.

### **OUTCOMES**

The Senior Financial Analyst is required to demonstrate achievement in relation to the following outcomes:

1. Effective reporting of the Department's budget position is developed and maintained in both cash and accrual budget formats and for gross outlays and net appropriations. Periodic and ad hoc performance reporting, trend analyses and modelling are prepared for key internal and external stakeholders.
2. Budget allocations are developed, maintained and reconciled through effective audit trails of all adjustments. Budget reviews are conducted monthly in accordance with Directorate procedures and timeframes.
3. Operational and statutory reporting requirements and performance measures are reviewed and enhanced where necessary for reports to the Treasurer, Corporate Executive, HR MOIR, budget papers and the Department Annual Report.
4. Collaborative working relationships are established and maintained with central, regional office and cost centre managers by providing strategic advice relating to salaries budget management, FTE trends and analysis.
5. Development, implementation and evaluation of financial management and system improvement strategies are managed and conducted to ensure alignment with the overall corporate performance reporting and strategic direction.
6. Training and support are provided to team members, cost centre and program managers on budget management issues.
7. Customers and other stakeholders are satisfied with services and support provided by the Branch.
8. Communication with staff at all levels across EBS and the Department is effective, clear and concise

### **SELECTION CRITERIA**

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

1. Demonstrated skills and substantial experience in budget management and financial reporting, including complex accounting systems and use of reporting and analysis tools to interrogate and analyse large volumes of data.

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2. Demonstrated substantial knowledge of government policy and current direction as it relates to financial management and reporting.
3. Demonstrated highly developed planning and organisational skills with the ability to co-ordinate and deliver financial management services.
4. Demonstrated highly developed communication and interpersonal skills, including the ability to deal with high level consultation and negotiation and to work co-operatively with others at all levels and in a team environment.
5. Demonstrated high level conceptual and analytical skills with the ability to develop and implement innovative solutions to complex problems.

### **ELIGIBILITY**

Employees will be required to obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

### **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 06/11/2017**

**TRIM REF # D17/0471249**