



## Finance Consultant School Support

### School Financial Management and Support

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 5
<b>Reports to</b>	Principal Consultant Schools Finance Support (Level 7)
<b>Direct reports</b>	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 School Financial Management and Support Branch is part of the Financial Services Directorate and is responsible for the provision of support to schools on all transactional and technical financial matters as well as policy support.

The Branch will also have responsibility for coordinating the schools' financial systems and for providing training as required.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

##### Specialist Services

- Provides support and advice to school end users regarding finance and accounting operations.

- Implements conversions, data analysis, migration, assessment of financial management, accounting procedures and processes and revision of the chart of accounts.
- Provides information and problem-solving support to clients on the Department's financial infrastructure to ensure legislative compliance and accountability.
- Analyses financial information and issues and provides resolutions.
- Assists with the development, implementation and review of programs, processes, procedures and guidelines, including services on Ikon (the Department's Intranet) to support clients.
- Identifies issues arising from policy changes, financial and taxation reforms and the introduction of new technology or systems.
- Monitors, reviews and verifies monthly and biannual school financial data.
- Contributes to the preparation of training materials and the development and delivery of training programs for school administrators, manager corporate services and school support staff.
- Maintains an awareness of contemporary training, development and assessment trends, issues and methodologies related to financial management in schools.

### **Management and Branch Support**

- Assists in ensuring compliance with the Branch and Division's policies, procedures and standards.
- 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.
- Participates in performance management activities to ensure development meets personal goals and business needs.
- Contributes to change management projects relevant to the Branch.
- Represents the Branch, as required, on Directorate committees and working parties.

### **Client and Stakeholder Management**

- Provides advice and support to schools to integrate systems development and enhancements into the schools' environment.
- Fosters a team-based culture and promotes continuous improvement and performance in customer support.
- Provides advice, support and training to finance offers and school staff in response to needs identified through research and analysis of school's performance.
- Maintains a focus on customer service delivery and continuous improvement of services.
- Establishes and maintains collaborative working relationships and effective communication links with internal and external stakeholders to ensure access to diverse specialist knowledge.

### **Selection criteria**

1. Demonstrated considerable knowledge and understanding of the financial legislative framework, such as, *Financial Management Act 2006*, *State Supply Commission Act 1991*, Regulations and Treasurer's Instructions, taxation legislatures and Departmental policy and procedures.
2. Demonstrated well developed organisational skills, including practical experience in the use 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 interpersonal and verbal communication 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 experience in contributing to reports and briefing papers.

6. Demonstrated skills and experience in developing and delivering financial training programs.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- hold a current 'C' Class Drivers Licence
- travel to schools and Regions
- complete the Department's induction program within three 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 six months of appointment.

### **Certification**

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

### **ENDORSED**

Date            2 August 2019  
Reference    D19/0345908