

## Senior Budget and Resourcing Systems Officer

### Budget and Resourcing Systems

<b>Position number</b>	00040195
<b>Agreement</b>	<a href="#">Public Sector CSA General Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 6
<b>Reports to</b>	Manager, Budget and Resourcing Systems (Level 8)
<b>Direct reports</b>	Nil

#### Context

The Budget and Resourcing Systems Branch is part of the Financial Planning and Resourcing Directorate. The Branch is responsible for the management of all of the budget and resourcing systems for the Department including the Schools Resourcing System (SRS), Targeted Initiatives Module (TIM), Budget Administration Module (BAM), Budget Planning Module (BPM), School Allocation Module, Oracle Business Intelligence (OBI) and the Cost and Demand Module (CDM). A key focus of this Branch is to ensure the deployment of schools' budgets (preliminary and operational) in the Schools Resourcing System working closely with the School Funding Branch and Information Communication and Technologies (ICT).

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#### Key responsibilities

##### Specialist Services

- Maintain systems and controls to support budget allocations, budget reviews, management reporting, school resourcing, financial modeling and the cash-flow management of the Department's corporate budget.
- Manage and maintain E-Business financial accounting and reporting systems.
- Prepares, reviews and maintains accurate forward estimates and cash-flow estimates on an ongoing basis.
- Liaise with other finance staff in the development and maintenance of appropriate financial systems and assists with the support and training of cost centre managers and other users of the corporate budgeting and reporting tool.
- Maintain a professional awareness of the latest developments and trends in financial systems and undertakes special projects as required.

### **Branch Support**

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

### **Client and Stakeholder Management**

- Maintain a strong focus on customer service delivery and continuous improvement of services.
- Build alliances with customers, stakeholders, interest groups and across EBS to enable development, acceptability and achievement of designated outcomes and to promote service capabilities.
- Develop and maintain effective communication links and working relationships within the Division to ensure access to diverse specialist knowledge.

### **Selection criteria**

1. Demonstrated well developed skills and considerable experience in the management of the provision of user friendly and integrated financial management systems and substantial knowledge of contemporary financial management methodologies, systems and practices.
2. Demonstrated well developed interpersonal and communication skills to undertake consultation, collaboration and negotiation and to build effective relationships with key internal and external stakeholders on financial issues.
3. Demonstrated well developed written communication skills, including experience in contributing to reports, briefing papers and responses to Senior Executive and/or Ministerial/Parliamentary requests.
4. Demonstrated well developed skills and experience in achieving outcomes and delivering quality projects, products and services consistent with customer needs and defined quality expectations, including timeliness.
5. Demonstrated well developed analytical and conceptual skills to provide innovative solutions to complex problems.

### **Eligibility and training requirements**

Employees will be required to:

- hold a relevant tertiary qualification in business, commerce, finance or related field or equivalent substantial experience
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- 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 28 January 2020  
Reference D20/0047131