

Project Lead – Finance SIS Replacement Project Financial Services

Position number	00038774
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 8
Reports to	Director, Financial Services (Level 9)
Direct reports	Senior Finance Consultant, Systems Implementation x5 (Level 6) Finance Consultant, Systems Implementation x12 (Level 5)

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 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 SIS Replacement Finance Project Team is part of the Financial Services Directorate and delivers the finance system workstream determined under the Program Kaartdijin and the supporting accounting, reporting and financial policy framework driven by the Financial Services Directorate. Whilst the project team is an extension of the Financial Services Directorate, on a day to day basis it works under the Program Structure and reports to the Program Delivery Manager for matters relating to Program Kaartdijin. 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, budget management and reporting. This is 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.

Key responsibilities

The Project Lead – Finance, SIS Replacement Project (Program Kaartdijin) has overall responsibility for:

- Management of the design, development, testing, migration and implementation of the SIS finance modules, reporting tool and dependency systems.
- Development and implementation of new school chart of accounts and reporting framework and new integrated accrual accounting practices in conjunction with new school systems implementation.
- Coordination of feedback through consultative forums.
- Provision of communication, support, training and user documentation as part of the roll out to all public schools across the State.
- Project administration, preparation of regular project updates and recruitment and supervision of project staff.
- Reporting through project finance steering committee.

Leadership and Management

- Work with the overall SIS Replacement Project (Program Kaartdijin) leadership group and Director, Financial Services to provide direction on finance matters and manage the finance project component to ensure user requirements are met through the new system.
- Provide leadership and team management, including allocating resources and work priorities to meet corporate project timelines and contractual agreements.
- Influence Finance and Commercial Services' strategic directions and business plans through maintenance of an awareness of best practice, trends and issues concerning the core functions of the Branch.
- Contribute to the strategic management and leadership of the Directorate.
- Develop plans and systems to support/enable/monitor achievement of the project's vision and imperatives in alignment with Divisional objectives.
- Provide leadership, supervision and performance management of staff and encourage and assist with the development and implementation of strategies to ensure effective, accurate and transparent project outcomes.
- Create 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.
- 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.
- Maintain a strong focus on customer service delivery and continuous improvement of services.

Client and Stakeholder Management

- Prepare project status briefings to the senior management regarding system enhancement, performance and development of procedures and guidelines, including any briefing or responses for Parliament, the Minister and other external stakeholders.
- Provide high-level advice and support to the Director for the ongoing development, implementation, quality assurance and delivery of support services to schools.

- 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.
- Liaise, consult and negotiate with senior management of the Department.
- Liaise with senior officers within central office, regional offices and schools to provide improvement and intervention measures to address financial management risks.
- Represent the SIS Replacement Project (Program Kaartdijin), as required, on Departmental and across Government committees and working parties.

Specialist Services

- Lead the design, development and implementation of a web-enabled finance software solution for schools as part of the broader SIS Replacement Project (Program Kaartdijin).
- Manage research to ensure software complies with legislation, policies and internal controls and that meets strategic and operational customer needs.
- Deliver the identification of opportunities for improvement and financial reform that will support new and emerging technologies in the future.
- Manage consultancy, advice and support services to school users on the new finance system implementation / migration process, training and guidance regarding changes to financial management, asset and resource management and accounting practices including the new chart of accounts.
- Oversee the development, facilitation and implementation of quality assurance processes and testing of web-enabled finance software for compatibility with corporate systems.
- Manage the development and implementation of communication strategies to inform users on financial accounting practices, standards and guidelines related to new software.

Selection criteria

1. Demonstrated high-level knowledge and understanding of policy, procedures and accounting practices within the legislative framework, such as the Financial Management in Schools Policy and Procedures, *School Education Act 1999*, *State Supply Commission Act 1991*, the *Financial Management Act 2006*, Financial Regulations, Treasurer's Instructions and Tax legislations.
2. Demonstrated high-level skills and experience in achieving outcomes and delivering quality projects, reform and services consistent with customer needs and defined quality expectations, including timeliness.
3. Demonstrated high-level understanding and practical experience in project management and the development, implementation and support of financial accounting and management systems.
4. Demonstrated high-level understanding and practical skills in managing the planning, implementation, monitoring and review of professional development and training programs.
5. Demonstrated high-level analytical and conceptual skills to provide innovative solutions to complex problems.
6. Demonstrated strategic leadership skills in managing human, physical, financial, technological and information resources.
7. Demonstrated high-level verbal and written communication and interpersonal skills to effectively liaise with key internal and external stakeholders at a senior level and to build strong relationships.

Eligibility and training requirements

Employees will be required to:

- hold a tertiary qualification in an accounting or related discipline and eligibility for membership of a professional accounting body
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- undertake frequent travel to schools and education regional offices
- 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 October 2020
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