



## Finance Training Officer – School Finance Systems

School Financial Management and Support

<b>Position number</b>	00040714
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 6
<b>Reports to</b>	Principal Consultant – School Finance Systems (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 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 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 in schools as well as finance policy support.

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

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## Key responsibilities

### Specialist Services

- Undertake research to identify, design and deliver state-wide customer education and training sessions and workshops in relation to using the Department's school finance systems and effective financial management of school business operations.
- Monitor and evaluate ongoing finance training programs and implement improvements and changes as required.
- Maintain an expert awareness of contemporary training, development and assessment trends, issues and methodologies.
- Attend and present sessions at conferences and associations.
- Report on activity levels, outcome and resource use in relation to school financial systems and financial management in schools training and development.

### Management and Project Support

- Provide leadership, advice and coordination on learning and development strategy with respect to school finance system training modules, including competency based training and assessment.
- Manage a coordinated and systematic approach to training programs and professional learning support for school finance systems in terms of school billing, finance and asset management.
- Coordinate the development of school finance systems training programs and training materials and maintain their retention and currency.
- Contribute to development, implementation and review of policies, standards and strategies required by the Department to ensure compliance with legislative and statutory requirements in the context of school finance systems modules.
- Assist in ensuring compliance with the Branch, Division and Department policies, procedures and standards.
- Contribute 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 deliverable.
- Encourage and assist with the development and implementation of frameworks and strategies to ensure effective use of school finance systems.

### Customer and Stakeholder Management and Liaison

- Liaise with internal and external stakeholders in relation to their school finance systems learning and development needs to enable them to effectively deliver their business objectives.
- Work in collaboration with the Financial Services team to identify trends and areas for improvement then develop and deliver school finance training programs.
- Coordinate school finance training and development activities and resources to meet customer needs.
- Contribute to the development and maintenance of a strong working relationship with school staff and managers across the Department.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders.
- Represent the Financial Services team, as required, on EBS committees and working parties.

## Selection criteria

1. Demonstrated considerable experience in identifying, designing, developing, delivering and evaluating technical training and development programs and activities.
2. Demonstrated well developed skills in leading, managing, facilitating and working in a team environment, including the ability to prioritise and delegate work and lead training programs and courses.
3. Demonstrated well developed skills and experience in achieving outcomes and delivering quality products and services consistent with customer needs and defined quality expectations, including timeliness.
4. Demonstrated well developed interpersonal and verbal communication skills to undertake consultation, collaboration, negotiation and to deliver training programs and courses.
5. Demonstrated well developed written communication skills, including experience in the development of training and development programs and courses.
6. Demonstrated well developed analytical and conceptual skills to provide innovative solutions to complex problems.

## Eligibility and training requirements

Employees will be required to:

- 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            21 September 2020  
Reference    D20/0479516