



JOB DESCRIPTION FORM

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers CSA General Agreement 2017 or as replaced
Group Education Business Services	Effective Date of Document 8 March 2018
Division: Finance and Commercial Services	
Directorarte: Financial Planning and Resourcing	
Branch: Budget Management and Analysis	

THIS POSITION

Title: Principal Financial Analyst

Classification: Level 7

Position No: 00029510

Positions under direct responsibility:

Title:	Classification	Position No:	Number of FTEs Controlled:
Senior Financial Analyst	Level 6	Various	
Financial Analyst	Level 4	00038331	

REPORTING RELATIONSHIPS

TITLE: Director, Financial Planning and Resourcing
LEVEL: 9
POSITION NUMBER: 00038095

TITLE: Manager, Budget Management and Analysis
LEVEL: 8
POSITION NUMBER: 00038133

This position and the positions of:

Title	Classification	Position Number
Principal Budget Officer	Level 7	00011947

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Principal Financial Analyst	Level 7	00029510	8 March 2018

CONTEXT

For information with respect to the Department go to: <https://www.education.wa.edu.au/web/our-organisation/home>.

Education Business Services 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, 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 Directorate. The Branch is responsible for managing the Department's budget at a corporate level, reporting, cash management, central and regional office budget management and advice, full time equivalent (FTE) reporting and assisting with capital works budget reporting.

ROLE

The Principal Financial Analyst:

Specialist Services

- reviews and assesses Departmental budget requirements through a system of forward estimates
- develops and maintains budgets and monitors performance of salary, employee-related expenses and staffing FTE
- coordinates the monthly consolidated corporate finance report for Corporate Executive
- undertakes reconciliation of internal budget to the budget approved by Department of Treasury in Strategic Information Management Systems
- monitors, controls and reviews expenditure, staffing FTEs and revenue on Departmental programs, and provides reports to management on projected budget outcomes
- provides support and information on the Department's corporate reporting and budget tool
- implements the Government's Financial Management initiatives relating to budget management
- provides specialist advice and information to program managers on matters related to their budget
- researches, develops and reviews budget management policy, practices, resources and systems
- researches, prepares and reviews briefing papers, correspondence, confidential reports and parliamentary and ministerial responses on behalf of the Director.

Management and Branch Support

- mentors and leads team members in the development and achievement of Branch business goals
- contributes to managing the Branch
- 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
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Principal Financial Analyst	Level 7	00029510	8 March 2018

- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy
- contributes to change management projects relevant to the Branch
- represents the Branch, as required, on EBS committees and working parties.

Customer and Stakeholder Management and Liaison

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

OUTCOMES

The Principal Financial Analyst is required to demonstrate achievement in relation to the following outcomes.

1. Current year and forward estimates of expenditure, staffing FTEs and revenue are constantly reviewed, adjusted where necessary and provided to the Director with explanation of emerging variations.
2. Budget development processes, including preparation of budget statements and briefing notes, are effectively coordinated.
3. Financial management reports are produced in an accurate and timely manner.
4. Analysis, interpretation and advice is provided to Departmental staff on financial budgets and estimated out-turns and supported with appropriate modelling/costings.
5. Budget Management policy, practices, processes and tools/systems are developed, maintained and reviewed.
6. Training and support is provided to team members, program managers and other users of corporate reporting and budget management tools.
7. Program budgets and trends are constantly reviewed through close liaison with program managers and the Director is regularly informed of expected budget variations.
8. Reports, correspondence and Ministerial and Parliamentary responses are researched and prepared on behalf of the Director.
9. Collaborative working relationships are established and maintained with internal and external stakeholders in order to promote Financial Management initiatives and reforms.
10. Customers and other stakeholders are satisfied with services and support provided by the Branch.
11. Communication with staff at all levels across EBS and the Department is effective, clear and concise.
12. Accrued leave of staff is managed effectively.
13. Performance management and development is delivered effectively.

TITLE Principal Financial Analyst	CLASSIFICATION Level 7	POSITION NO 00029510	EFFECTIVE DATE 8 March 2018
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SELECTION CRITERIA

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

1. Demonstrated substantial knowledge of accounting standards and government policy and direction and experience in contemporary financial management, including budget preparation, resource management and reporting and financial control, in a large/complex organisation.
2. Demonstrated highly developed conceptual, analytical and research skills, including the ability to provide high-level solutions in the context of financial governance and accountability.
3. Demonstrated highly developed skills and experience in leading, managing and facilitating a team, including a proven ability to lead individuals through continuous change and coordinate and deliver a financial management service.
4. Demonstrated highly developed interpersonal and communication skills to undertake productive consultation, collaboration, negotiation and build effective relationships with key internal and external stakeholders on complex financial issues.
5. Demonstrated highly developed written communication skills, including extensive experience in preparing reports, briefing papers and responses to Senior Executive and/or Ministerial/Parliamentary requests.
6. Demonstrated substantial experience in the use of financial management information systems and budget tools.

ELIGIBILITY

Employees will be required to:

- hold a relevant tertiary qualification in business, commerce, finance or related field or substantial equivalent experience; and
- 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; and
- 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 duties, responsibilities and other requirements of the position.

ENDORSED

DATE 8 March 2018
TRIM REF # D18/0096774