

Principal Consultant School Finance Systems

School Financial Management and Support

Position number	00038177
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 7
Reports to	Manager, School Financial Management and Support (Level 8)
Direct reports	Senior Finance Consultant School Systems (Level 6) Finance Consultant School Systems x3 (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 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 finance policy support.

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

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Specialist Services

- Provides leadership and strategic direction for the ongoing development, implementation and quality assurance of financial software, financial management systems and processes used in schools.
- Implements and reviews Departmental policies, guidelines, standards and strategic planning to support financial management systems used by schools.
- Ensures schools financial management systems are enhanced to incorporate contemporary trends and legislative requirements.
- Works closely with ICT to provide oversight of the public schools' financial management information system.
- Manages the chart of accounts framework used by schools.
- Researches, prepares and reviews briefing papers, correspondence, confidential reports and parliamentary and ministerial responses on behalf of the Directorate.

Management and Branch Support

- Promotes a culture supportive of innovation and continuous business process improvement, including identifying where systematic change and capacity building in schools is required, and addressing identified audit compliance needs.
- Provides support to the Directorate with the development and review of system-wide strategies, guidelines and standards.
- Researches and develops business intelligence tools to support the development of Director management plans and initiatives, whilst also addressing the Departmental strategic plan.
- Contributes to the management of 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.
- Contributes to change management projects relevant to the Branch.
- Provides leadership, supervision and performance management of staff and encourages and assists with the development and implementation of frameworks and strategies to ensure an effective customer service is delivered to schools in regard to financial management.
- Monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.

Customer and Stakeholder Management and Liaison

- Provides advice and support to schools to integrate systems development and enhancements into the schools' environment.
- Provides advice, support and training to finance officers and school staff in response to needs identified through research and analysis of schools' performance.
- Clarifies and resolves complex problems through conducting research, considering options, discussions with others, leading meetings and using discretion in relation to sensitive issues.
- Maintains and monitors customer services performance indicators, statistics and trends with a focus on customer-service delivery and continuous improvement of services.
- Establishes and maintains collaborative working relationships and effective communication networks with internal and external stakeholders to ensure access to diverse specialist knowledge.
- Represents the Branch, as required, on EBS committees and working parties.

Selection criteria

1. Demonstrated highly developed skills and 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 highly developed skills and experience in achieving outcomes and delivering quality projects and services consistent with customer needs and defined quality expectations, including timeliness.
3. Demonstrated highly developed interpersonal and communication skills to undertake productive consultation, collaboration and negotiation and to build effective relationships with key internal and external stakeholders on complex financial issues.
4. Demonstrated highly developed written communication skills, including experience in preparing reports, briefing papers and responses to Senior Executive and/or Ministerial/Parliamentary requests.
5. Demonstrated highly developed analytical and conceptual skills to provide innovative solutions to complex problems.
6. Demonstrated high-level understanding and skill in managing the planning, implementation, monitoring and review of professional development and 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
- 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 25 July 2019
Reference D19/0317126