



## Finance Project Officer Capital Works and Maintenance

<b>Position number</b>	00040194
<b>Agreement</b>	<a href="#">Public Sector CSA General Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 4
<b>Reports to</b>	Principal Project Officer (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 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 Infrastructure Division has responsibility for the planning and provision of facilities (land, buildings and equipment) which includes land planning, student enrolment forecasting and facilities planning, strategic asset management, capital works programs, maintenance and minor works programs and provision of facilities related services.

The Finance Project Officer will be involved in the delivery of the \$200 million State Government's economic stimulus package, involving 25 projects, benefitting all Public Schools.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

- Monitor, analyse and review all financial aspects of the economic stimulus package.
- Analyse and provide financial data and information for inclusion in management and Departmental reports required by the Department's Executive and the Department of Treasury.
- Undertake research to identify variances in the economic stimulus package budget and analyse financial data to identify emerging issues.
- Maintain systems, reconciliations and internal controls required for monitoring the economic stimulus package.
- Create and maintain requisitions relating to the economic stimulus package in accordance with statutory requirements and Departmental policies.
- Process expenditure and/or revenue in accordance with statutory requirements and Department policies.
- Undertake research for the preparation of Ministerial briefings and responses to parliamentary questions.
- Represent the section, as required, on Directorate committees and working parties.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.
- Provide effective and efficient support services to other team members as required.

## Selection criteria

1. Demonstrated knowledge of the *Financial Management Act 2006* and experience in accounting, budgeting and resource management in a large agency.
2. Demonstrated well developed skills and considerable experience in complex computerised financial management systems, sophisticated reporting tools and spreadsheets.
3. Demonstrated sound written, verbal communication and interpersonal skills, including the ability to liaise effectively with a wide range of individuals at all levels.
4. Demonstrated sound analytical and conceptual skills, including the ability to interpret data and resolve issues.
5. Demonstrated sound organisational skills, including the ability to meet deadlines and identify priorities.

## 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 28 January 2020  
Reference D20/0042764