

Principal Project Officer - Finance Support

Financial Services

Position number	00040055
Agreement	Public Sector CSA General Agreement 2021 (or as replaced).
Classification	Level 7
Reports to	Director, Financial Services (Level 9)
Direct reports	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 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

- Coordinate and contribute to the development and implementation of cross team/divisional projects, in particular schools financial processes and controls other matters relating to financial governance in schools and links back to central services.
- Implement and review Departmental policies, guidelines, standards, resources and strategic planning to support central services and schools with financial governance, financial management, asset and resource management and accounting practices, including the development of a dashboard system.
- Manage the provision of a coordinated and systematic approach to training programs and professional learning support schools and budget holders on financial governance and accountability, financial and asset management and accounting practices.
- Monitor and review the support provided to schools and the programs utilised in implementing improvements and changes as required.
- Research, prepare and review reports, briefing papers, correspondence, confidential reports and parliamentary and ministerial responses related to the Project on behalf of the Directorate.
- Ensure the finance and administration support service to schools is compliant with policy, procedures and practices within the legislative framework, such as the Financial Management in Schools Policy and Procedures, School Education Act, the Financial Management Act, Regulations, Treasurer's Instructions and Tax legislations, and enhanced to incorporate contemporary trends.
- Negotiate with stakeholders regarding priority of needs, development of feasibility studies and determines budgets for individual projects.
- The performance of the project is monitored and reported to key stakeholders.

Management and Branch Support

- Promote 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.
- Provide support to the Directorate with the development and review of system-wide strategies, guidelines and standards.
- Research and develop business intelligence tools to support the development of Directorate management plans and initiatives, whilst also addressing the Departmental strategic plan.
- Contribute to the management of the Branch.
- 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 deliverables.
- Contribute to change management projects relevant to the Branch.

Customer and Stakeholder Management and Liaison

- Liaise with senior officers within central office, regional offices and schools to provide improvement and intervention measures to address financial management risks.
- Provide advice and support to integrate systems development and enhancements into school environments.
- Assist in co-ordinating advice, support and training to finance officers and school staff in response to needs identified through research and analysis of performance.
- Clarify and resolve complex problems through conducting research, considering options, discussions with others, leading meetings and using discretion in relation to sensitive issues.
- Maintain and monitor customer services performance indicators, statistics and trends with a focus on customer service delivery and continuous improvement of services.

- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders to ensure access to diverse specialist knowledge.
- Represent the Branch on EBS committees, reference groups and project teams.

Selection criteria

1. Demonstrated considerable understanding and knowledge of policy, procedures and accounting practices within the legislative framework, such as the Financial Management in Schools Policy and Procedures, *School Education Act*, *State Supply Act*, *the Financial Management Act*, Regulations and Treasurer's Instructions and Tax legislations.
2. 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.
3. 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.
4. 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.
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 highly developed analytical and conceptual skills to provide innovative solutions to complex problems.

Eligibility and training requirements

Employees will be required to:

- hold a recognised tertiary qualification in Accounting, Business, Finance or related area
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- undertake frequent travel to schools and regional education 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 6 October 2021
Reference D21/0548369