



## Senior Resourcing Officer

### Financial Planning and Resourcing

<b>Position number</b>	00039393
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> (or as replaced)
<b>Classification</b>	Level 6
<b>Reports to</b>	Manager, Intergovernmental Finance (Level 8)
<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 Financial Planning and Resourcing Directorate has responsibility for budget management, the resourcing of schools, cost and demand modelling, management reporting and leading the annual budget process. The Directorate provides advice and support to the Senior Executive on all finance related matters and implements the Government's financial reforms. The Directorate works in unison with other Managers and Directors in the Division to achieve organisational outcomes, including developing the internal budget, coordinating the preparation of the Government budget papers as well as providing regular and ad hoc financial analysis.

The Intergovernmental Finance Branch is responsible for leading the Department's response to the financial implications of the National School Reform Agreement, providing expert strategic financial advice and guidance on Commonwealth funding, including grant approvals, and compliance requirements under the Australian Education

Act. The Branch, works closely with the Intergovernmental Relations directorate, to maintain the Department's relationship with the Commonwealth Department of Education.

The Branch provides financial advice regarding intergovernmental funding arrangements, ensures appropriate financial controls and reporting requirements are met, and plays a key role in maintaining relationships with other government agencies.

## Key responsibilities

### Specialist Services

- Model and analyse the impact of changes in Commonwealth funding arrangements.
- Contribute to the design, development and implementation of corporate level reports to complement existing modelling and reporting.
- Prepare Commonwealth financial compliance and reporting requirements, including preparation of the annual acquittal and compliance certification under the Australian Education Act.
- Monitor expenditure and revenue of Commonwealth programs through the review of financial performance reports.
- Model, monitor and report on funding arrangements with other government agencies, ensuring close liaison with program managers.
- Provide financial advice and input on all funding arrangements with other government agencies.
- Provide advice and support to clients on issues related to budgeting, financial accounting, legislation and accountability.
- Undertake key reconciliations to ensure data integrity.
- Prepare reporting and ensure monitoring requirements are met for Royalties for Regions (RFR) programs by maintaining close liaison with program managers and assist budget holders to manage RFR budgets and meet acquittal requirements.
- Research, prepare and review briefing papers, correspondence, confidential reports and Parliamentary and Ministerial responses.

### Management and Branch support

- Contribute to the evaluation, development, implementation and review of financial accounting policies and strategic planning and reporting issues.
- Lead some of the Branch's goals and projects.
- Represent the Financial Planning and Resourcing Directorate on committees and working parties to develop and implement processes and procedures for complying with accounting, funding agreements and financial legislation.
- 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 Support and Liaison

- Build and maintain effective relationships with budget holders across the Department to facilitate budget management, reporting delivery outcomes and acquittal requirements.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Liaise with professional bodies and associations and representatives of the Department of Treasury and the Office of the Auditor General.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders to ensure access to diverse specialist knowledge and achieve the Branch's business goals.

## Selection Criteria

1. Demonstrated extensive experience in the development of financial models and use of financial management information systems and budget tools to deliver a financial management service.
2. Demonstrated highly developed conceptual, analytical and research skills, including the ability to provide solutions to strategic and complex problems and issues.
3. Demonstrated highly developed oral, written and interpersonal communication skills, including consultation and collaboration to maintain effective working relationships with internal and external stakeholders, and substantial experience in the preparation of detailed financial reports and briefing notes.
4. 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.
5. Demonstrated knowledge of finance and accounting practices, including the Financial Management Act, Treasurer's Instructions and the Australian Accounting Standards.

## Eligibility and training requirements

Employees will be required to:

- hold relevant tertiary qualification in business, commerce, finance or related field or equivalent substantial experience
- 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            8 October 2021  
Reference      D21/0548561