



## Budget Officer

### Budget Strategy and Resourcing

<b>Position number</b>	00038278
<b>Agreement</b>	<a href="#">Public Sector CSA General Agreement 2019</a> , or as replaced.
<b>Classification</b>	Level 5
<b>Reports to</b>	Principal Budget Analyst (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 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 Budget Strategy and Resourcing Branch is responsible for development of the Department's annual budget submission, including submissions to the Expenditure Review Committee (ERC), leading the mid-year review, and maintenance of information in the Department of Treasury's Strategic Information Management System and leading the review of tariffs, fees and charges. The Branch also maintains the Department's cost and demand model and coordinates the preparation of the budget statements (including supporting information for budget estimates' hearings).

Visit [education.wa.edu.au](http://education.wa.edu.au) for further information about the Department of Education.

## Key responsibilities

### Specialist Services

- Prepare, analyse and regularly review components of the Department's expenditure and revenue budget.
- Report on Departmental commitments and provide information for inclusion in Management and other Departmental reports.
- Analyse financial data to identify variances in the Department's budget and identify emerging trends and issues.
- Process budgets into financial systems, including preparing and processing budget adjustments.
- Provide input into the development and maintenance of financial systems, internal controls and reconciliations to facilitate effective cash flow management and reporting.
- Develop and maintain appropriate financial models and prepare financial reports and statements for inclusion in the Department's Budget Statements.
- Undertake research to develop, implement or revise the Department's accounting policies to ensure compliance with Australian Equivalent to the International Reporting Standards (AIFRS), the Financial Management Act and Treasurer's Instructions and the Government Financial Responsibility Act.
- Analyse financial data and prepare reports relating to Budget Papers and monthly reviews of cost of services.
- Assist in designing and preparing various external financial reports and parliamentary briefings as required.
- Undertake research for reports, Ministerials, briefings and parliamentary questions and prepare appropriate responses.
- Assist with audit matters and special projects as required.

### Branch Support

- Provide support to the Principal Resourcing Analyst to effectively manage and report on the Department's budget position.
- Work closely with other senior officers within the Directorate, the Department and the Department of Treasury to ensure timeliness, accuracy and best practice in financial reporting.
- 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.
- Represent the Branch, as required, on Directorate committees and working parties.

### Customer and Stakeholder Support and Liaison

- Maintain 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.
- Research, develop and implement financial management training programs and resources for Departmental staff.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

## Selection criteria

1. Demonstrated practical knowledge of the *Financial Management Act 2006* and substantial experience in accounting, budgeting and resource management in a large and complex agency.
2. Demonstrated well developed skills and practical experience in operating complex computerised financial management systems, reporting tools and spreadsheets.
3. Demonstrated well developed conceptual and analytical skills with the ability to provide innovative thinking in developing and implementing solutions to complex problems and issues.
4. Demonstrated well developed verbal and interpersonal skills, including the ability to work cooperatively with others in a team environment and to build and maintain effective working relationships with stakeholders.
5. Demonstrated well developed written communication skills, including experience in the preparation of reports and responses to Ministerial requests and briefings.

## Eligibility and training requirements

Employees will be required to:

- possess or demonstrate progression towards a tertiary qualification in accounting, business, finance or related area or equivalent considerable experience
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- 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            22 March 2021  
Reference    D21/0142947