



Senior Finance Consultant, Systems Implementation

Financial Services – SIS Replacement Project

Position number	00037442
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 6
Reports to	Project Lead – Finance, SIS Replacement Project (Level 8)
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 SIS Replacement Finance Project Team is part of the Financial Services Directorate and works closely with the ICT SIS Replacement Project Team. The Project Team is responsible for providing an integrated finance solution for schools comprising of the finance and the general ledger, asset and resource management, purchasing and payables and billing and debtor management modules and an opportunity for improvement in accounting and business processes to enhance financial management and decision making for school users.

The Project Team is responsible for developing system design, software testing, training, migration, implementation and support to schools.

Key responsibilities

The Senior Finance Consultant, Systems Implementation provides project management support to the Project Lead – Finance, SIS Replacement Project and is involved in more complex components of the SIS Replacement Project. This includes assessing, customising, configuring and designing school systems modules, designing school chart of accounts and developing key interfaces between corporate and school systems.

Specialist Services

- Support the Project Lead – Finance, SIS Replacement Project in designing, developing, testing, quality assurance and implementing the financial management software for schools and associated integration of the Department's dependency systems.
- Support the strategic and operational management of financial management systems and processes used in schools.
- Undertake research and analysis to ensure the financial management software complies with legislation, policies, internal controls and operational needs.
- Collaborate with Directorate staff to monitor accounting and financial trends to assist the Project Lead - Finance, SIS Replacement Project in maintaining the quality and integrity of system-oriented service delivery to schools.
- Develop and implement communication strategies to inform users on financial accounting practices, standards and guidelines related to the new software.
- Develop and deliver financial accounting and management professional learning material for school administrators and corporate services staff.
- Provide guidance and support to Finance Consultants within the section on complex and contentious issues.
- Support the Project Lead - Finance, SIS Replacement Project through contributing to evaluating, maintaining and developing policy, procedures, guidelines and the provision of project support.

Management and Branch Support

- 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 Directorate.

Customer and Stakeholder Management and Liaison

- Prepare project status briefings to senior management regarding system enhancement, performance and development of procedures and guidelines.
- Provide advice and support on financial management and accounting operations and systems to school administration support and associated stakeholders.
- Work closely with Directorate staff and maintain working relationships and effective networks with internal and external stakeholders to facilitate the delivery of project outcomes.
- Maintain a focus on customer service delivery and continuous improvement of services.

Selection criteria

1. Demonstrated substantial knowledge and understanding of the financial regulatory framework such as the Australian Accounting Standards, the *Financial Management Act*, tax legislatures and other relevant legislation.
2. Demonstrated extensive skills and experience in integrated systems accounting and contemporary financial management systems and practices, including financial accounting, budgeting and reporting.

3. Demonstrated highly developed communication, interpersonal and negotiation skills with the ability to establish and maintain effective working relationships and influence results.
4. Demonstrated highly developed research, conceptual and analytical skills, with the ability to identify and clarify issues and problems and develop effective strategies to address them.
5. Demonstrated substantial skills and experience in the planning, development and delivery of workplace training.

Eligibility and training requirements

Employees will be required to:

- hold a recognised tertiary qualification in Accounting, Business, Finance or related areas or equivalent substantial experience
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current valid 'C' class Western Australian driver's licence
- 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 18 March 2020
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