



Principal Consultant – Financial Policy

Finance and Commercial Services

Position number	00038175
Agreement	Public Sector CSA Agreement 2019 or as replaced.
Classification	PSER Level 7
Reports to	Manager Financial Policy and Governance (Level 8)
Direct reports	Nil.

Context

For information about the Department of Education please visit education.wa.edu.au.

Key responsibilities

Specialist Services

- Ensure quality assurance over development and operationalisation of key financial policy frameworks relating to policy application and financial reporting.
- Develop, review and implement financial policies and procedures to ensure compliance with Australian equivalents to International Financial Reporting Standards, *Financial Management Act 2006*, Financial Regulations, Treasurer's Instructions and other related legislation.
- Ensure that developments in accounting, financial legislation and policy are properly evaluated, implemented and maintained.
- Review and maintain the Financial Management Manual and school financial policies
- Undertake research on complex matters at a state and national level and provide analysis and interpretation in the area of financial policy.
- Research, prepare and review briefing papers, correspondence, confidential reports and parliamentary and ministerial responses on behalf of the Director.

Management and Branch Support

- Coordinate and participate in the implementation of policy strategies to facilitate the Government's financial management reform process.
- Mentor and lead team members in the development and achievement of Branch and Directorate business goals.

- 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 Education Business Services (EBS) goals and facilitates accomplishment of designated roles and deliverables.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.
- Contribute to change management projects relevant to the Branch.

Customer and Stakeholder Management and Liaison

- Provide advice, support and training on issues as they relate to school financial policies.
- Clarify and resolve complex problems through conducting research, considering options, discussions with others, leading meetings and using discretion in relation to sensitive issues.
- 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 to ensure access to diverse specialist knowledge.
- Represent the Branch, as required, on EBS committees and working parties.

Selection criteria

1. Demonstrated highly developed skills and experience in the development, review and streamlining of financial policy and procedures and substantial knowledge of government financial legislation, Australian Accounting Standards and best practice in accounting.
2. Demonstrated highly developed skills and experience in achieving outcomes and delivering quality policy frameworks, policies and procedures consistent with customer needs and defined quality expectations, including timeliness.
3. 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.
4. Demonstrated highly developed written communication skills, including experience in preparing reports, briefing papers and responses to Senior Executive and/or Ministerial/Parliamentary requests.
5. 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 relevant tertiary qualification in business, commerce, finance or related field
- 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 10 September 2020
Reference D20/0433819