



Principal Budget Officer

Financial Planning and Resourcing

Position number	00011947
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 7.
Reports to	Manager Budget Management and Analysis (Level 8)
Direct reports	Senior Budget Officer x2 (Level 6) Budget Officer (Level 4)

Context

Education Business Services 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 communication and technologies, 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 Management and Analysis Branch is part of the Financial Planning and Resourcing Directorate. The Branch is responsible for managing the Department's budget at a corporate level, reporting, cash management, central and regional office budget management and advice, full time equivalent (FTE) reporting and assisting with capital works budget reporting.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Specialist Services

- Review and assess budget requirements of the Department through a system of forward estimates.
- Coordinate the internal budget process for central and regional offices.
- Undertake cash flow management and monitoring of funds in the Department's bank account.
- Monitor, control and review expenditure, staffing FTEs and revenue on Departmental programs and provides reports to management on projected budget outcomes.
- Establish and maintain budgets on the Department's finance system and budget/reporting tool.
- Provide support and information on the Department's corporate reporting and budget tool.
- Implement the Government's Financial Management initiatives relating to budget management.
- Research, develop and review budget management policy, practices, resources and systems.
- Research, prepare and review briefing papers, correspondence, confidential reports and parliamentary and ministerial responses on behalf of the Director.
- Provide specialist advice and information to program managers on matters related to their budget.

Management and Branch Support

- Mentor, manage and lead team members in the development and achievement of 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 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 Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on EBS committees and working parties.

Customer and Stakeholder Management and Liaison

- Maintain a focus on customer service delivery and continuous improvement of services.
- Research, develop and implement financial management training programs and resources for Departmental staff.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated substantial knowledge of accounting standards and government policy and direction and experience in contemporary financial management, including budget preparation, resource management and reporting and financial control in a large/complex organisation.
2. Demonstrated highly developed conceptual, analytical and research skills, including the ability to provide high-level solutions in the context of financial governance and accountability.
3. Demonstrated highly developed skills and substantial experience in leading, managing and facilitating a team, including a proven ability to lead individuals through continuous change and coordinate and deliver a financial management service.
4. Demonstrated highly developed interpersonal and communication skills to undertake productive consultation, collaboration, negotiation and 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 substantial experience in the use of financial management information systems and budget tools.

Eligibility and training requirements

Employees will be required to:

- hold a relevant tertiary qualification in business, commerce, finance or related field or substantial equivalent 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 13 December 2019
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