



Senior Financial Policy Officer

Financial Policy and Governance

Position number	00031267
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 6
Reports to	Principal Consultant Financial Policy (Level 7)
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 Financial Policy and Governance Branch is part of the Financial Services Directorate and is responsible for:

- development, implementation and monitoring of policies, procedures, guidelines and standards that support the Finance and Commercial Services Division
- development and maintenance of financial policies for schools and associated guidelines
- development of specific Departmental policies and guidelines including gifts, travel and hospitality
- development, implementation and coordination of the school compliance review program.

The Senior Financial Policy Officer is responsible for the development, interpretation and administration of corporate and financial management policies and procedures for central services and schools.

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

Key responsibilities

Specialist Services

- Develop, implement, monitor and review financial management policies and procedures to ensure compliance with Australian equivalents to International Financial Reporting Standards, the *Financial Management Act 2006*, Financial Regulations, Treasurer's Instructions and other related legislation.
- Deliver quality assurance of the development and operationalisation of key financial policy frameworks relating to policy application, financial reporting, provision of advice and support and ensuring accountability.
- Ensure that developments in accounting, financial legislation and policy are properly evaluated and adopted.
- Undertake research on complex matters at a State and national level and provide analysis, interpretation and advice in the area of Financial Policy.
- Coordinate and participate in implementing strategies (including training) to facilitate the Government's financial management reform process.
- Undertake financial analyses.
- Provide quality assurance for policy application, financial reporting, advice and support

Branch Support

- Develop, review and maintain the financial management manuals for central services and schools.
- Provide policy advice for key stakeholders across the Department, including the Minister, Director General and Executive Director.
- Contribute to the overall performance of the Directorate and develop key relationships to assist in development and compliance of financial policies and procedures .
- 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 EBS, as required, on Department committees and working parties.
- Exhibit accountability, professional integrity and respect consistent with the Department's values, Code of Conduct and the Public Sector Code of Ethics.

Customer and Stakeholder Support and Liaison

- Develop key relationships with stakeholders in contributing to the activities and direction of the Directorate.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.
- Maintain a focus on customer service delivery and continuous improvement of services, including the provision of quality support, advice and training on issues related to financial management, statutory compliance, legislation and accountability.
- Liaise with Departmental staff across various Directorates, the Department of Treasury, the Auditor General, consultant organisations and professional bodies on a broad range of school and non-school customers related to financial management, legislation and accountability.

- Prepare a range of documentation, including briefings, reports and responses to school and non-school clients in relation to statutory compliance and financial management, legislation and accountability.

Selection criteria

1. Demonstrated considerable experience with development, reviewing and streamlining financial policy.
2. Demonstrated well developed conceptual and analytical skills.
3. Demonstrated well developed communication, negotiation and interpersonal skills with the ability to liaise effectively and to build relationships with stakeholders at all levels.
4. Demonstrated well developed planning and organisational skills with the ability to coordinate and deliver key outcomes on schedule.
5. Demonstrated well developed knowledge of the government financial management legislative framework, government accounting practices, Australian Accounting Standards, the *Financial Management Act 2006* and Treasurer's Instructions.

Eligibility and training requirements

Employees will be required to:

- hold relevant tertiary qualification in business, commerce, finance or related field or equivalent substantial experience
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 8 February 2024
Reference D24/0084160