



## Senior Finance Consultant, Systems Implementation Program Kaartdijin

<b>Position number</b>	00044673
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 6
<b>Reports to</b>	Project Lead – Finance, SIS Replacement Project (Level 8)
<b>Direct reports</b>	Nil

### Context

Program Kaartdijin (the Program) has been established to develop a functionally fit, technologically robust solution to replace the current School Information System (SIS) and include additional information capture and reportability. The Program focuses on providing short term solutions as well as a longer term solution that meets the operational needs of schools and the reporting and management needs of the Department at large. The Program vision is to provide a contemporary administrative and finance solution connecting people, processes and systems for school communities now and into the future.

The Program values are:

- Integrity in all we do
- Open and transparent communication
- Collaborative approach – Shared goals and objectives
- Commitment and Cooperation
- Value all contributions
- Exceptional customer service

The Finance 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.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more about the Department of Education.

## Key responsibilities

The Senior Finance Consultant, Systems Implementation provides support to the Program 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 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 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 Program 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 Program goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Program.

### 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 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
- 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            27 March 2024  
Reference     D24/0281852