



Senior Finance Officer

Infrastructure Governance and Reporting

Position number	00011903
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 6
Reports to	Principal Financial Analyst – Level 7
Direct reports	Project Support Officer x 2 – Level 4 Assistant Finance Support Officer – Level 2

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 Infrastructure Division has responsibility for the planning and provision of facilities (land, buildings and equipment), which includes land planning, student enrolment forecasting and facilities planning, strategic asset management, capital works programs, maintenance and minor works programs and provision of facilities related services.

The Governance and Reporting branch is responsible for the financial management reporting functions and governance across the division. The branch is responsible for the financial operations of the Infrastructure division including statutory and external financial reporting requirements, liaison with internal and external stakeholders on all matters relating to Infrastructure finance, ensure management accounting and budgeting requirements are met and prepare accounts for payment against capital and recurrent budgets.

The branch also manages reporting on whole-of-asset investment programs and whole-of-Government priorities including Waterwise, Climate, Royalties for Regions.

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

Key responsibilities

Specialist Services

- Develop, implement, monitor and continuously improve processes and procedures for cash flow management, reconciling expenditure, management and financial reporting of capital works projects, including transportable building programs, maintenance and minor works and other Divisional expenditure, to ensure they comply with Australian Accounting Standards.
- Research, develop and implement processes for reviewing and reporting on Divisional budgets.
- Conduct financial analysis on budgets, expenditures, revenue streams, and financial forecasts to support decision-making and provide insights into the performance of infrastructure projects and programs.
- In collaboration with the Principal Financial Analyst, provide input to infrastructure projects and programs budgets by tracking expenditures against budget allocations, and identifying variances for corrective action.
- Manage the Treasury Strategic Information Management System (SIMS) Asset Investment Module (AIM) process including project allocations for budget and mid-year review adjustments and submission of quarterly SIMS actuals.
- Review the Divisional budgets and coordinate internal budget adjustments via the Department's Budget Adjustment Module (BAM) on behalf of the Division.
- Prepare and analyse capitalisation journals.
- Prepare accurate cash flow estimates and review and adjust capital maintenance estimates.
- Reconcile expenditure and provide quarterly cumulation expenditures and estimates/forecast expenditures for infrastructure projects.
- Prepare costings and reports on funding issues related to the capital program.
- Collaborate in financial aspects of infrastructure projects, such as financial modelling, cost-benefit analysis and funding proposals, to ensure that projects are executed within budgetary constraints and financial objectives are achieved.
- Coordinate budget control and financial management and reporting of Commonwealth and other externally funded capital programs.
- Undertake data analysis and prepare reports relating to the infrastructure component of the budget process, including key reconciliations.
- Support the preparation and dissemination of accurate and timely financial reports to internal and external stakeholders by consolidating financial data and preparing financial statements, ensuring compliance with reporting requirements.
- Contribute to external audit queries by liaising with auditors and providing requested information.

Governance and Reporting

- Ensure that financial activities within the Infrastructure Division comply with relevant regulations, policies, and procedures by conducting audits and addressing compliance issues as they arise.
- Identify and mitigate financial risks associated with infrastructure projects by conducting risk assessments, contributing to development of risk management strategies and implementing controls to minimise exposure.

- Undertake special projects or ad hoc analysis as assigned by the Principal Financial Analyst or other senior management. This could involve conducting research, preparing presentations, contributing to strategic initiatives, preparing reports to Treasury, the Expenditure Review Committee and the Infrastructure Delivery Unit, or providing information for the annual report and accrual output budget statements.

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 Branch.
- Represent the Branch, as required, on EBS committees and working parties.
- Provide guidance and support to staff within the Infrastructure Division on financial matters.
- Resolve financial queries related to Infrastructure as they arise.

Customer and Stakeholder Support and Liaison

- Liaise with Department of Finance for all the capital projects, ensuring project value are within the budget and projects are registered, confirm and accept the Project Initiation Form (PIF). Monitor progress of the capital projects and advise of completion and handover.
- Act as the main point of contact for financial information on capital works, maintenance and minor works programs matters.
- Build and maintain effective working relationships with internal and external stakeholders and provide a high level of customer service to clients.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships with internal and external stakeholders to ensure access to diverse specialist knowledge.

Selection criteria

Role Specific:

1. Demonstrated knowledge and understanding of Australian Accounting Standards, Government policy and direction as it relates to financial management and statutory reporting.
2. Demonstrated experience in budget preparation, management, financial reporting, accounting systems and reporting tools.

Capabilities:

3. **Shapes and manages strategy:** Demonstrated highly developed analytical and conceptual skills, including the ability to provide innovative solutions to strategic and complex financial management processes. Thinks laterally, is innovative, identifies and implements improved work practices.
4. **Achieve Results:** Demonstrated ability to take responsibility for managing projects/tasks to achieve results, demonstrated ability to coordinate and deliver effective outcomes.
5. **Builds productive relationships:** Demonstrated highly developed team management, leadership and planning skills and the ability to build and maintain relationships with stakeholders, team members, other teams, colleagues and clients.
6. **Exemplifies personal integrity and self-awareness:** Demonstrated highly developed ability to constructively challenge issues and discuss alternatives to progress issue. Commits to meeting the objectives, follows up to finalise work.

7. **Communicates and influences effectively:** Demonstrated highly developed verbal, written and interpersonal communication skills, including the ability to deal with high-level consultations and negotiations and experience in the preparation of briefing notes, Ministerial responses and reports. Seeks to understand the audience and tailor communication style and messages accordingly.

Eligibility and training requirements

Employees will be required to:

- hold a recognised tertiary qualification in Accounting, Business, Finance or related area 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 4 October 2024
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