



Senior Finance Consultant School Systems

School Financial Management and Support

Position number	00038250
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 6
Reports to	Principal Consultant – School Finance Systems (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 School Financial Management and Support Branch is part of the Financial Services Directorate and is responsible for the provision of support to schools on all transactional and technical financial matters in schools as well as finance policy support.

The Branch also has responsibility for coordinating the schools' financial systems and for providing training as required.

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

Key responsibilities

Specialist Services

- assists with the coordination, and delivers, support and advice to end users in the development and implementation of Financial Management Information Systems (FMIS) and operations in schools
- coordinates and provides support and advice to customers on more complex finance system enquiries and liaises with the Finance Consultants as required
- oversees the implementation of conversion, data analysis, migration, assessment of financial management, accounting procedures and processes and revision of the chart of accounts
- assists with the development, testing, implementation and review of programs, processes, procedures and guidelines to support clients
- identifies issues arising from policy changes, financial and taxation reforms and the introduction of new technology or systems
- oversees the preparation of training materials and the development and delivery of finance system training programs for school administrator, manager corporate services and school support staff
- manages the reporting and analysis of customer service statistics identifying key trends for targeted support
- contributes to the maintenance and development of finance related services in Ikon (the Department's intranet) and process services
- maintains an awareness of contemporary training, development and assessment trends, issues and methodologies related to financial management in schools.

Management and Branch Support

- assists in ensuring compliance with the Branch and Division's policies, procedures and standards
- contributes 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
- participates in performance management activities to ensure development meets personal goals and business needs
- contributes to change management projects relevant to the Branch.
- represents the Branch, as required, on Directorate committees and working parties.

Client and Stakeholder Management

- provides advice and support to schools to integrate systems development and enhancements into the schools' environment
- fosters a team-based culture and promotes continuous improvement and performance in customer support
- provides advice, support and training to finance officers and school staff in response to needs identified through research and analysis of schools' performance
- maintains a focus on customer service delivery and continuous improvement of services
- establishes and maintains collaborative working relationships and effective communication links with internal and external stakeholders to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated well developed skills and experience in management of integrated financial management information systems and the provision of financial advice to a wide range of stakeholders.

2. Demonstrated substantial knowledge of relevant legislation and accounting framework and understanding of policy, procedures and contemporary accounting practices and systems.
3. Demonstrated well developed interpersonal and communication skills to undertake consultation, collaboration and negotiation and to build effective relationships with key internal and external stakeholders on financial issues.
4. Demonstrated well developed written communication skills, including experience in contributing to reports, briefing papers and responses to Senior Executive and/or Ministerial/Parliamentary requests.
5. Demonstrated well developed skills and experience in achieving outcomes and delivering quality products and services consistent with customer needs and defined quality expectations, including timeliness.
6. Demonstrated well developed analytical and conceptual skills to provide innovative solutions to complex problems and continuous improvement activities.
7. Demonstrated skills and experience in developing and delivering financial training programs.

Eligibility and training requirements

Employees will be required to:

- hold relevant tertiary qualification in business, commerce, finance or related field or equivalent substantial 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

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