



Finance Consultant School Support School Financial Management and Support

Position number	Generic
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 5
Reports to	Principal Consultant Schools Finance Support (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 as well as policy support.

The Branch will also have 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

- Provide support and advice to school end users regarding the finance and accounting operations of school financial management systems.
- Implement conversions, data analysis, migration, assessment of financial management, accounting procedures and processes and revision of the chart of accounts.

- Provide information and problem-solving support to clients on the Department's school financial systems to ensure legislative compliance and accountability.
- Analyse school financial information and issues and provide resolutions.
- Assist with the development, implementation and review of programs, processes, procedures and guidelines, including services on Ikon (the Department's Intranet) to support clients.
- Identify issues arising from policy changes, financial and taxation reforms and the introduction of new technology or systems.
- Monitor, review and verify monthly and biannual school financial data.
- Contribute to the preparation of school financial systems and management training materials and the development and delivery of training programs for school administrators, manager corporate services and school support staff.
- Maintain an awareness of contemporary training, development and assessment trends, issues and methodologies related to financial management in schools.

Management and Branch Support

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

Client and Stakeholder Management

- Provide advice and support to schools to integrate school financial systems development and enhancements into the schools' environment.
- Foster a team-based culture and promote continuous improvement and performance in customer support.
- Provide advice, support and training to finance offers and school staff in response to needs identified through research and analysis of school's performance.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Establish and maintain collaborative working relationships and effective communication links with internal and external stakeholders to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated considerable knowledge and understanding of the financial legislative framework, such as, *Financial Management Act 2006*, *State Supply Commission Act 1991*, Regulations and Treasurer's Instructions, taxation legislatures and Departmental policy and procedures.
2. Demonstrated well developed organisational skills, including practical experience in the use and support of the financial management information systems used in schools.
3. Demonstrated well developed research, conceptual and risk management skills, including the ability to provide innovative solutions to strategic and complex problems and issues.
4. Demonstrated well developed interpersonal and verbal communication skills with the ability to work effectively and professionally with internal and external stakeholders and build and maintain effective relationships and networks.
5. Demonstrated well developed written communication skills, including experience in contributing to reports and briefing papers.
6. Demonstrated skills and experience in developing and delivering school financial training programs.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- hold a current 'C' Class Drivers Licence
- travel to schools and Regions
- 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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