



Senior Finance Consultant School Support

School Financial Management and Support

Position number	Generic
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 6
Reports to	Principal Consultant School 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 communication and 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 finance 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 an effective and comprehensive financial management and administrative consultancy service to schools
- Support the implementation and application of Departmental financial management policies, procedures and priorities in schools.
- Provide targeted support and advice to public schools on complex financial matters.
- Contribute to the accurate and timely development, implementation and confirmation of school action plans from the Department's internal compliance process and assist schools to sustain improvement.
- Prepare, monitor and review school financial improvement and intervention plans in collaboration with principals and central and regional office staff.
- Undertake research to identify, design and develop state-wide professional learning using various modes of delivery.
- Deliver, monitor, evaluate and implement improvements to school financial management training programs.
- Contribute to the development of procedures, guidelines, resources and support materials to assist schools with effective practices in financial management.
- Contribute to the analysis and reporting of customer service statistics identifying key trends in school finance matters for targeted support.
- Contribute to the maintenance and development of school finance related services on Ikon (the Department's Intranet) and process maps.
- Maintain an expert awareness of contemporary finance trends, issues and methodologies related to financial management in schools.
- Monitor, review and verify end of financial year and end of calendar year school financial data.

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 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 officers and school staff in response to needs identified through research and analysis of schools' 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 well developed skills and considerable experience in the provision of financial advice to schools and a broad range of stakeholders, including senior executive.
2. Demonstrated well developed knowledge of relevant legislative and accounting frameworks, including the Financial Management Act, and considerable experience in contemporary financial management and reporting, including budget preparation and review.
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.
4. Demonstrated well developed written communication skills, including experience in preparing 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.
7. Demonstrated skills and experience in developing and delivering school 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

Date 17 December 2021
Reference D21/0727183