



Senior Compliance Analyst - Systems

School Financial Management and Support

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| Position number | 00046733 |
| Agreement | Public Sector CSA Agreement 2022 or as replaced |
| Classification | Level 6 |
| Reports to | Principal Consultant – School Compliance (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 Financial Policy and Governance Branch is part of the Financial Services Directorate and is responsible for:

- the development, implementation and monitoring of policies, procedures, guidelines and standards that support the Division
- the development and maintenance of financial policies for Schools
- the development of policies and guidelines associated with gifts, travel and hospitality.

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

Key responsibilities

Specialist Services

- Assist with the coordination and deliver support and advice to end users in the development and implementation of Compliance Team Information Systems (CTIS) and operations in schools.
- Coordinate and provide support and advice to customers on more complex compliance system enquiries and liaise with the Compliance Officers as required.
- Oversee and maintain the assessment of financial management, accounting procedures and processes and revision of the chart of accounts
- Manage the compliance reporting, data extraction and analytics to identify key trends for reporting purposes and requests, as required.
- Assist with the and review of programs, system processes and implementation of enhancements and coordinate the development an testing of enhancements.
- Identify issues arising from policy changes, financial and taxation reforms and the introduction of new technology or systems.
- Oversee the preparation of training materials, procedures and guidelines and the development and delivery of compliance system training programs to support end users at schools and in central office.
- Contribute to the maintenance and development of school compliance related services in Ikon (the Department's intranet) and process services.
- Maintain an awareness of contemporary training, development and assessment trends, issues and methodologies related to compliance 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 systems development and enhancements into the schools' environment.
- Foster a team-based culture and promotes 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 experience in the management of integrated compliance team information systems and the provision of advice to a wide range of stakeholders.
2. Demonstrated well developed knowledge and understanding of the legislative framework, standards, risk management and best practice methodologies relevant to financial compliance.
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 compliance 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 systems 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
- 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 1 November 2024
Reference D24/0856955