



## Senior Budget Officer

### Budget Strategy and Resourcing

<b>Position number</b>	00020010
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 6
<b>Reports to</b>	Principal Budget Analyst (Level 7)
<b>Direct reports</b>	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 Budget Strategy and Resourcing Branch is responsible for development of the Department's annual budget submission, including submissions to the Expenditure Review Committee (ERC), leading the mid-year review, and maintenance of information in the Department of Treasury's Strategic Information Management System and leading the review of tariffs, fees and charges. The Branch also maintains the Department's cost and demand model and coordinates the preparation of the budget statements (including supporting information for budget estimates' hearings).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

### Specialist Services

- Maintain current knowledge and understanding of Australian equivalent to the International Reporting Standards (AIFRS) and Treasurer's Instructions in order to prepare the Budget Statements.
- Analyse financial data and prepare reports relating to Budget Papers and monthly reviews of cost of services.
- Contribute to the maintenance and distribution of financial accounting policies and strategic planning and reporting issues.
- Calculate and prepare statements for costing and pricing the delivery of outputs.
- Provide support to stakeholders to prepare Budget Statements and other external financial reports.
- Research, prepare and review briefing papers, correspondence, confidential reports and Parliamentary and Ministerial responses.

### Branch Support

- Lead team members in the development and achievement of the Branch's business goals.
- Represent the Financial Planning and Resourcing Directorate on committees and working parties to develop and implement processes and procedures for complying with accounting and financial legislation.
- 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.

### Customer and Stakeholder Support and Liaison

- Maintains a focus on customer service delivery and continuous improvement of services.
- Liaise with professional bodies and associations and representatives of the Department of Treasury and the Office of the Auditor General.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

## Selection criteria

1. Demonstrated substantial knowledge of Australian accounting standards and concepts, the *Financial Management Act 2006*, Regulations and Treasurer's Instructions and considerable experience in accounting or budget management.
2. Demonstrated highly developed conceptual, analytical and research skills, including the ability to provide solutions to strategic and complex problems and issues.
3. Demonstrated highly developed skills leading a team, including a proven ability to lead individuals through continuous change and deliver a financial management service.
4. Demonstrated highly developed oral, written and interpersonal communication skills, including consultation and collaboration to maintain effective working relationships with internal and external stakeholders, and substantial experience in the preparation of detailed financial reports and briefing notes.
5. Demonstrated highly developed organisational skills and extensive experience in the use of financial management information systems and budget tools to deliver a financial management service.

## 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            3 June 2021  
Reference    D21/0298569