



Financial Analyst

Budget Management and Analysis

Position number	00038331
Agreement	Public Sector CSA Agreement 2019 , or as replaced
Classification	Level 4
Reports to	Principal Financial Analyst (Level 7)
Direct reports	Nil

Context

The Budget Management and Analysis Branch is part of the Financial Planning and Resourcing Directorate. The Branch is responsible for the management of the Department's budget at a corporate level, management reporting, cash management, central and regional office budget management and advice, as well as Full Time Equivalent (FTE) reporting and assisting with capital works budget reporting.

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Key responsibilities

Specialist Services

- Assist to develop and maintain budgets and monitor performance of salary, staffing FTE, and school direct expenses and revenue.
- Assist to develop and maintain departmental salaries and FTE budgets.
- Assist to produce monthly consolidated corporate finance reporting for the Finance and Investment Committee, Corporate Executive and the Minister.
- Prepare the monthly payroll report to monitor salaries expenditure, FTE and the financial impact of leave liabilities on departmental financial performance.
- Facilitate accurate and timely reporting for the Human Resource Minimum Obligatory Information Requirement (HR MOIR) and payroll data.
- Monitor trends in expenditure and FTE levels against budget, including investigating and explaining variances and anomalies.
- Assist with cost and demand modelling to support Enterprise Bargaining Agreement negotiations.
- Analyse data and prepare information in response to Parliamentary questions, Ministerial queries, media and other ad hoc enquiries.

Branch Support

- Prepare and process budget adjustments into financial systems.
- Monitor and review cost centres and programs.
- Undertake research for the preparation of Ministerial briefings and responses to parliamentary questions.
- 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.
- Represent the Branch, as required, on Directorate committees and working parties.

Customer and Stakeholder Support and Liaison

- Maintain a focus on customer service delivery and continuous improvement of services.

Selection criteria

1. Demonstrated knowledge of accounting standards, government policy and current direction as it relates to financial management and reporting.
2. Demonstrated skills and experience in budget management, financial reporting and financial modelling, including use of reporting and analysis tools to interrogate and analyse large volumes of data.
3. Demonstrated sound written and verbal communication, and interpersonal skills that including the ability to liaise effectively with a wide range of individuals at all levels.
4. Demonstrated sound analytical and conceptual skills, including the ability to interpret data and resolve issues.
5. Demonstrated sound organisational skills, including the ability to meet deadlines and identify priorities.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- 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 30 April 2021
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