



Budget Officer

Financial Planning and Resourcing

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| Position number | 00038279 |
| Agreement | Public Sector CSA Agreement 2022 or as replaced |
| Classification | Level 5 |
| Reports to | Manager, Intergovernmental Finance (Level 8) |
| 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 Planning and Resourcing Directorate has responsibility for budget management, the resourcing of schools, cost and demand modelling, management reporting and leading the annual budget process. The Directorate provides advice and support to the Senior Executive on all finance related matters and implements the Government's financial reforms. The Directorate works in unison with other Managers and Directors in the Division to achieve organisational outcomes, including developing the internal budget, coordinating the preparation of the Government budget papers as well as providing regular and ad hoc financial analysis.

The Intergovernmental Finance Branch is responsible for leading the Department's response to the financial implications of the National School Reform Agreement, providing expert strategic financial advice and guidance on Commonwealth funding, including grant approvals, and compliance requirements under the Australian Education Act. The Branch, works closely with the Intergovernmental Relations directorate, to

maintain the Department's relationship with the Commonwealth Department of Education.

The Branch provides financial advice regarding intergovernmental funding arrangements, ensures appropriate financial controls and reporting requirements are met, and plays a key role in maintaining relationships with other government agencies.

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

Specialist Services

- Prepare, analyse, regularly review and report the Department's revenue budget and restricted cash position.
- Prepare, analyse and regularly review components of the Department's expenditure budget.
- Report on Departmental commitments and provide information for inclusion in Management and other Departmental reports.
- Analyse financial data to identify variances in the Department's budget and identify emerging trends and issues.
- Process budgets into financial systems, including preparing and processing budget adjustments.
- Provide input into the development and maintenance of financial systems, internal controls and reconciliations to facilitate effective cash flow management and reporting.
- Develop and maintain appropriate financial models and prepare financial reports and statements for inclusion in the Department's Budget Statements.
- Monitor expenditure and revenue of Commonwealth programs through the review of financial performance reports.
- Monitor and report on funding arrangements with other government agencies, ensuring close liaison with program managers.
- Assists in preparing reporting and ensure monitoring requirements are met for Royalties for Regions (RFR) programs by maintaining close liaison with program managers and assist budget holders to manage RFR budgets and meet acquittal requirements.
- Provide advice and support to clients on issues related to budgeting, financial accounting, legislation and accountability.
- Undertake research to develop, implement or revise the Department's accounting policies to ensure compliance with Australian Equivalent to the International Reporting Standards (AIFRS), the *Financial Management Act* and Treasurer's Instructions and the *Government Financial Responsibility Act*.
- Assist in designing and preparing various external financial reports and parliamentary briefings, as required.
- Undertake research for reports, Ministerials, briefings and parliamentary questions and prepare appropriate responses.

Branch Support

- Provide support to the Manager to effectively manage and report on the Department's budget position.
- Work closely with other senior officers within the Directorate, the Department and the Department of Treasury to ensure timeliness, accuracy and best practice in financial reporting.
- Contribute to the management of the Branch.
- 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.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders.
- Research, develop and implement financial management training programs and resources for Departmental staff.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated well developed skills and practical experience in operating complex computerised financial management systems, reporting tools and spreadsheets.
2. Demonstrated well developed conceptual and analytical skills with the ability to provide innovative thinking in developing and implementing solutions to complex problems and issues.
3. Demonstrated well developed verbal and interpersonal skills, including the ability to work cooperatively with others in a team environment and to build and maintain effective working relationships with stakeholders.
4. Demonstrated well developed written communication skills, including experience in the preparation of reports, responses to Ministerial requests and briefings.
5. Demonstrated practical knowledge of the *Financial Management Act 2006* and substantial experience in accounting, budgeting and resource management in a large and complex agency.

Eligibility and training requirements

Employees will be required to:

- possess or demonstrate progression towards a tertiary qualification in accounting, business, finance or related area or equivalent considerable experience
- obtain a current Department of Education Criminal Record Clearance 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
- 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 31 March 2023
Reference D22/0679811