



Senior Financial Accountant

Financial Accounting and Reporting

Position number	00046885
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 6
Reports to	Principal Financial Accountant (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 Financial Accounting and Reporting Branch is part of the Financial Services Directorate and is responsible for coordinating the statutory financial reporting obligations of the Department including the preparation of the Department's quarterly whole-of-government reporting to Department of Treasury, annual financial statements and other external reporting. This includes the preparation of the Department's MySchool reporting.

The Branch plays a key role in the development of new accounting processes and advising on accounting treatment as well as maintaining mapping for the chart of accounts in consultation with the Budget Management and Analysis Branch.

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

Key responsibilities

Specialist Services

- Undertake preparation of monthly, quarterly and annual financial reports, including liaising with other officers within Financial Services and other Directorates to ensure financial information is reported accurately and in a timely manner.
- Provide comprehensive financial management support to staff and other stakeholders of financial reporting and facilitates accountability through the operations of the financial management information systems and policies.
- Develop, maintain and review financial models to assist in preparation, presentation, review and analysis of the Department's financial reports.
- Undertake the development and continuous improvement of school financial data collection and consolidation systems.

Branch Support

- Oversee the collection and preparation of the Department's interstate and overseas travel information for submission to the Minister.
- Prepare responses to Ministerial correspondence, parliamentary questions and general financial information correspondence.
- Assist the Principal Financial Accountant with maintenance and distribution of accounting policy and strategic planning issues, and the provision of training and professional leadership.
- Attend to Audit matters relating to finance.
- 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.
- Provide assistance and information to special projects, as required.

Customer and Stakeholder Support and Liaison

- Liaise with the Office of the Auditor General and other stakeholders.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Research and analyse data relating to financial reporting and accountability and provide quality briefings, support and advice to clients.
- Establish and maintain effective working relationships with internal and external stakeholders for the effective development and/or maintenance of financial reports.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated well developed experience in preparing and consolidating accrual financial statements in a large organisation.
2. Demonstrated practical experience in financial analysis, interpretation and financial modelling.
3. Demonstrated well developed knowledge of Government Financial Responsibility Act, the Financial Management Act, Regulations and Treasurers Instructions, the application of accrual accounting and relevant Accounting Standards
4. Demonstrated well developed conceptual and analytical skills, including the ability to provide innovative performance solutions to strategic and complex financial modelling.
5. Demonstrated well developed communication and interpersonal skills with the ability to consult and negotiate professionally, build effective working relationships and effectively liaise with officers at all levels.

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 10 December 2024
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