



Senior Budget Officer Program Kaartdijin

Position number	00046860
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 6
Reports to	Assistant Program Director (Level 8)
Direct reports	Nil

Context

Program Kaartdijin (Program) has been established to implement a functionality fit, technologically robust solution to replace the current Student Information System (SIS). The Program aims to provide a contemporary administrative and finance solution connecting people, processes and systems for school communities now and into the future.

The Program values are:

- Integrity in all we do
- Open and transparent communication
- Collaborative approach – Shared goals and objectives
- Commitment and cooperation
- Value all contributions
- Exceptional customer service.

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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 Program expenditure and forecast.
- 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

- 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 Program goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Program.

Customer and Stakeholder Support and Liaison

- Maintain 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.

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 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.
4. 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
- 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 2 December 2024
Reference D24/0927798