

Principal Financial Analyst

Infrastructure Governance and Reporting

Position number	00040259
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 7
Reports to	Manager Infrastructure Governance and Reporting (Level 8)
Direct reports	Senior Finance Officer (Level 6)

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 Infrastructure Division has responsibility for the planning and provision of facilities (land, buildings and equipment) which includes land planning, student enrolment forecasting and facilities planning, strategic asset management, capital works programs, maintenance and minor works programs and provision of facilities related services.

The Infrastructure Governance and Reporting branch is responsible for the financial management reporting functions and governance across the division. The branch is responsible for the financial operations of the Infrastructure division including statutory and external financial reporting requirements, liaison with internal and external stakeholders on all matters relating to Infrastructure finance, ensure management accounting and budgeting requirements are met and prepare accounts for payment against capital and recurrent budgets.

The branch also manages reporting on whole-of-asset investment programs and whole-of-Government priorities including Waterwise, Climate, Royalties for Regions.

For further information about the Department, please visit: education.wa.edu.au.

Key responsibilities

Specialist Services

- Develop, implement and review procedures, policies, guidelines and standards to inform and contribute to strategic planning and support financial governance and financial management of capital works programs, ensuring compliance with Australian Accounting Standards and Western Australia Treasury requirements.
- Consolidate financial data from various sources and prepare and deliver accurate and timely financial reports to internal and external stakeholders, including senior management or government authorities.
- Conduct financial analysis to assess the performance of infrastructure projects and programs, including evaluating financial metrics.
- Undertake quantitative and qualitative analysis of project data and metrics to identify trends and patterns and provide insights that can inform decision-making and improve project performance.
- Make recommendations to senior management and Corporate Executive on the capital works program, budgets and expenditure by collaborating with project managers to allocate resources effectively, track spending, and identify areas for cost optimisation.
- Evaluate and make suggestions to enhance financial processes and systems to streamline operations, improve efficiency, and enhance transparency. This may involve implementing new technologies, automation tools, or best practices in financial management of infrastructure projects.
- Research and develop business intelligence tools to support the development of Division plans and initiatives.
- Develop, implement and enhance frameworks and strategies to ensure effective record keeping of a range of databases and information systems.
- Monitor and reporting on the department's transportable fleet, including business case development for additional transportable buildings.
- Undertake research to identify variances in Infrastructure's budget and analyse financial data to identify emerging trends and issues.

Governance

- Support the review and contribute to the assessment of the Department's long-term capital investment plan in accordance with strategic asset management principles and project initiation processes.
- Identify and mitigate financial risks associated with infrastructure projects, such as budget overruns, funding gaps, or regulatory non-compliance, by conducting risk assessments, developing risk management strategies and implementing controls to minimise exposure.
- Provide data to senior management, Corporate Executive, Treasury and Cabinet to inform reporting, ensuring the Department meets compliance and reporting requirements.
- Manage the budget control and financial management and reporting of Commonwealth and other externally funded capital programs.
- Undertake data analysis, estimation and complex financial modelling relating to Department initiatives, as required.

Management and Divisional Support

- 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.
- Provide leadership, supervision and performance management of staff.
- Mentor and lead team members in the development and achievement of Branch business goals.

Customer and Stakeholder Management

- Maintain a focus on customer service delivery and continuous improvement of services.
- Establish and maintain strategic alliances, collaborative working relationships and effective communication networks with internal and external stakeholders to enable development, acceptability and achievement of designated outcomes and to promote services capabilities.
- Represent the Division, as required, on Department and Government committees and working parties.
- Collaborate with, and provide advice to, stakeholders on financial matters and processes.
- Provide advice to senior management and contribute to responses for Ministerial correspondence, parliamentary questions, general enquiries and reports.
- Develop and maintain effective communication links and working relationships with key internal and external stakeholders to ensure access to diverse specialist knowledge.

Selection Criteria

Role Specific

1. Demonstrated substantial knowledge of Australian Accounting Standards, Government policy and direction and experience in contemporary financial management, including budget preparation, resource management and reporting and financial control in a large/complex organisation.
2. Demonstrated substantial experience in the management of governance and risk of complex projects.
3. Demonstrated substantial experience in the use of financial management information systems and budget tools.

Generic

Shapes and manages strategy:

- Demonstrated a high-level ability to provide direction to others regarding the purpose and importance of their work, set work tasks that align with the strategic objectives and communicate expected outcomes.
- Gathers and investigates information from a variety of sources and explores new ideas and different viewpoints.

Achieves results:

- Demonstrated highly developed analytical, conceptual and research skills to provide innovative solutions to complex problems in the context of financial governance and accountability.
- Sees projects through to completion.
- Monitors project progress and adjusts plans as required.
- Commits to achieving quality outcomes and ensures documentation procedures are maintained.
- Seeks feedback from stakeholders to gauge satisfaction.

Builds productive relationships:

- Demonstrated highly developed skills and experience in leading, managing and facilitating a team, including a proven ability to lead individuals through continuous change and coordinate and deliver a financial management service.
- Identifies learning opportunities for others and empowers them by delegating tasks.
- Agrees clear performance standards and offers full support when required.

Communicates and influences effectively:

- Demonstrated highly developed interpersonal and communication skills to undertake productive consultation, collaboration and negotiation and to build effective relationships with key internal and external stakeholders on complex financial matters.
- Demonstrated highly developed written communication skills, including experience in preparing reports, briefing papers and responses to Senior Executive and/or Ministerial/Parliamentary requests.
- Seeks to understand the audience and tailors' communication style and message accordingly.

Exemplifies personal integrity and self-awareness.

- Demonstrated ability to meet objectives and progressing work and commit energy and drive to see that goals are achieved.
- Persists and focuses on achieving objectives even in difficult circumstances.

Eligibility and training requirements

Employees will be required to:

- hold a recognised tertiary qualification in Accounting, Business, Finance or related area 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.

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