

Role Description

Senior Finance Advisor

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



RECOGNISED
EMPLOYER
PARTNER

Job Evaluation No.	23171	Content Manager No.	23/296911
Work Unit	Financial Advisory Services Financial Services Finance, Procurement and Facilities Division		
Location	Nominated Region		
Classification	AO6 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week		

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland. Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Senior Finance Advisor, you will:

- Be responsible for provision of direct support and advice to schools to improve financial capability and compliance.
- Provide strategic advice to schools regarding how effective financial management can enhance student learning outcomes.

The Senior Finance Advisor reports to the Manager, Financial Advisory Services, Financial Services, Finance, Procurement and Facilities.

Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Provide advice and support to school staff regarding financial management issues and opportunities to enable sustainable resource management and investment decisions.
- Deliver contemporary advice to support resource maximisation and achieve the best outcome for clients, complying with all relevant policy, procedures, legislation and standards.
- Undertake proactive analysis of the financial management practices and financial performance of schools to provide advice and undertake interventions in relation to emerging issues and opportunities.
- Coordinate and provide resource material, training, system design, advice and consultancy services to schools in order for clients to develop financial management capability.



- Develop and maintain collaborative working relationships with schools, regions and central office contacts to enable a strong understanding of school business priorities and service delivery objectives to effectively communicate information and financial management requirements to schools.
- Identify financial system and policy enhancements to support effective financial management in schools.
- Monitor the level of financial management competencies within schools to provide targeted training, coaching and development programs.
- Assist schools, or groups of schools, to identify opportunities for sharing administrative, financial and other resources through analysing financial position.
- Model professional workplace behaviour by working collaboratively with colleagues, clients and stakeholders to achieve objectives and standards of excellence in all areas of responsibility.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.