

## Role Description

## Regional Finance Manager

### 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.



Job Evaluation  
No.

20455

Content

Manager No.

13/297448

Work Unit

Financial Advisory Services

Financial Services Branch

Finance, Procurement and Facilities Division

Location

Various location throughout the State

Classification

AO7 Qld Public Service Officers and Other  
Employees Award - State 2015  
36 ¼ hour week



RECOGNISED  
EMPLOYER  
PARTNER

### 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](http://www.qed.qld.gov.au)

### Your opportunity

As the Regional Finance Manager, you will:

- Lead the coordination and development of regional financial reports, budgets and forecasts providing analysis and advice to the Regional Director and other key stakeholders on the development and management of financial issues affecting the region.
- Lead the regional finance team in the provision of strategic support and training to schools in the utilisation of school financial systems and provide recommendations on required modifications and enhancements. Implement operational policies, procedures and practices, which facilitate and support financial management within the department.
- Provide support and training to schools within the region regarding financial management, budgeting and reporting, internal control systems, purchasing and the utilisation of schools' financial management system.
- Lead the finance team within the region in the delivery of financial management key performance indicators.

The Regional Finance Manager reports to the Regional Director.

### 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:

- Play a leading role in the development, profiling and maintenance of regional budgets, providing input to localised budget assumptions, with particular emphasis on school-based salaries and other costs.



Queensland  
Government

- Provide analytical advice to the Regional Director and Assistant Director-General Finance regarding variances, issues and opportunities and the resultant impact on financial regional forecasts.
- Identify regional resourcing issues that impact on financial outcomes and provide advice to Regional Director and Assistant Director-General Finance in regard to strategies and proposals to address the identified issues.
- Prepare monthly regional financial performance reports and take a leading role in the investigation and analysis of budget variances and ensure financial performance improvement opportunities are implemented as appropriate.
- Develop monthly financial and analytical reports relating to school-based salaries and regional operations in conjunction with the Regional Human Resources Manager.
- Liaise with the Regional Human Resources Manager regarding workforce staffing models and practices and the impact on the regional budget.
- Prepare submissions, reports and briefing materials for senior officers and forums on budget development, financial policy and management issues that impact on the region.
- Provide financial management training to schools within the region utilising the Financial Management Programs with particular emphasis on continuous improvement in budgeting and reporting, fraud minimisation and purchasing processes. Similar support will also be required in relation to Parent and Citizens' Associations.
- Participate in the development of frameworks and methodologies that support regional finance operations and school financial management.
- Assist with the collection and analysis of school financial data in order to facilitate the preparation of the department's general purpose annual financial reports in accordance with Australian Accounting Standards, relevant financial management legislation and Treasury and departmental guidelines.

#### **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.