



Job Description Form Senior Finance Officer Level 4

Position Identification

North Regional TAFE		Position No:	30000049
Division/Branch:	Corporate Services	Title:	Senior Finance Officer
Section:	Finance	Classification:	Level 4
Location:	Broome	Award/Agreement	Government Officers Salaries, Allowance and Conditions Award 1989 Public Service and Government Officers General Agreement 2017 or as replaced

Reporting Relationships

Responsible To:

Position Title:	Manager Finance (CFO)
Classification:	Level 7
Position No:	30000009



Other officer reporting to this position:

Senior Accountant

This Position:

Position Title:	Senior Finance Officer
Classification:	Level 4
Position No:	30000049



Positions Under Direct Responsibility

Contracts and Assets Officer
Student Debtor Officer
Finance Officer
School Based Trainee x 2

Key Role Statement

- Maintaining financial control for the day to day operational areas within the Finance Section.
- Providing high level procurement support for the College.
- Assisting in the preparation of monthly financial statement.
- Maintaining and updating accounting procedures and delegations.
- Preparing monthly reconciliations and accrual accounting entries.

Key Responsibilities

Financial Control

- Coordinates the daily operation of the finance section within the Training Business Services arrangement.
- Supervises the day-to-day activities of the Finance Officer, Contracts and Assets Officer and the Student Debtor Officer, the Finance Trainee and the two School Based Trainees.
- Coordinates the student debtor processes for the College.
- Timely and accurate completion of end of month reconciliations processing.
- Checking and incurring invoice batches.
- Authorising and processing general journals.

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- Manages the asset processes in consultation with the Contracts and Asset Coordinator.
 - Provides audit assistance and take corrective action to ensure integrity of financial information.
 - Performs monthly reconciliations between Finance and the UE system.

Procurement

- Coordinates the procurement requirements for the College, including the training of staff on all aspects of government purchasing in accordance with State Supply Commission.
- Oversees the purchasing card function for the College including checking and incurring monthly credit card reconciliations.
- Maintains and monitors the financial delegations, signatory registers in line with procurement requirements.

Financial Duties

- Assists with the preparation of the annual financial statements
- Prepares monthly prepayment and accrual journals for monthly reporting purposes.
- Develops, implements and monitors practices and procedures relating to GST and FBT to ensure compliance with record keeping and reporting requirements.
- Allocates the DPA revenue as required by the entity.
- Debt recovery management and write-offs submissions.

General

- Performs other duties as directed.

Selection Criteria

Essential

1. Considerable experience in the government Finance sector and with related procedures and financial systems, including knowledge of Financial Management Act 2006, Treasurers Instructions and Accounting Standards.
2. Knowledge of accounting and financial systems and procedures.
3. Well-developed interpersonal, communication and report writing skills.
4. Sound financial analytical and conceptual skills.
5. Experience in managing a team to achieve outcomes.

Desirable

1. Relevant Tertiary qualification.
2. Current knowledge and commitment to Equity and Diversity and Occupational Safety and Health in all aspects of employment and service.

Appointment Factors

Location	North Regional TAFE Campus
Accommodation	As per North Regional TAFE Policy subject to eligibility and availability.
Allowances	As per Award.
Travel	Travel to and work at other campuses or sites will be required as the need arises.

Special Conditions

National Police History Check:

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

Working With Children Check (WWC):

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Current WA 'C' Class Driver's Licence

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

Public Sector Management Act (1994) and Regulations

Vocational Education and Training Act (1996)

Public Sector Code of Ethics

North Regional TAFE's Code of Conduct

Equal Opportunity Act (1984)

Occupational Safety and Health Act (1984)

Internet Terms and Conditions of Use

Employee Software and Compliance Statement

North Regional TAFE policies and procedures

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Business Unit Manager		Managing Director	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	