



Job Description Form

Classification Evaluation Date:

Current Version Date:

09 February 2018

Finance Officer

Position Number: 99001439
Classification/Level: Level 4
Award/Agreement: PSGOGA 2017
Organisation Unit: Funding
Physical Location: West Perth

This Position Reports To:

Position Number: 00247868
Position Title: Management Accountant
Classification/Level: Level 6

Positions Under Direct Supervision:

Level/ Title: Nil

Organisational Context

The Department of Communities is the State Government agency responsible for advancing opportunities, community participation and quality of life for people with disability.

Disability Services is a division of the Department of Communities and under the Disability Services Act 1993, it provides a range of direct services and support and also funds non-government agencies to provide services to people with disability, their families and carers.

The Department also partners and collaborates with disability sector organisations, business, government and other stakeholders to improve participation, inclusion and access for people with disability across the community.

Our Vision: All people live in welcoming communities that facilitate citizenship, friendship, mutual support and a fair go for everyone.

The Department seeks to employ staff who demonstrate the following capabilities and values:

Capabilities:

Shapes and manages strategy

Effective decision making

Communicates and influences effectively

Achieves results

Exemplifies personal integrity and self-awareness

Builds productive relationships.

Values:

Commitment — to our vision for people with disability and their families
Respect — values cultural diversity and encourages everyone's unique contribution
Integrity — is honest and truthful about decisions and actions
Working together — works together cooperatively to get things done and pursue our vision
Openness — decision-making and communications are clear and transparent
Leadership — actions reflect leadership responsibilities
Accountability — are openly accountable for decisions and actions
Continued learning — are committed to a culture of excellence and continued learning.

The Department is an equal opportunity employer and embraces diversity as we believe the best products and services come from a workplace in which varied viewpoints are welcomed and encouraged.

Key Work Description

This position provides financial analysis and administrative support for the assigned Directorates and assists management in relation to the preparation of the annual budget construct, monitoring of direct consumer program expenditure and providing information on funding issues. The position has responsibility for monthly financial analysis, providing various reports for management and maintaining the financial systems that support the business and grant funding resource activities.

Work Description

This section outlines the results and outcomes required of an individual in this position.

1.0 Budget and Financial Analysis

- 1.1 Assists in the detailed annual budget construction and implementation process for the assigned Directorate.
- 1.2 Undertakes a high level of financial analysis and ongoing monthly variance reporting for the assigned Directorate.
- 1.3 Assists in ensuring that assigned Directorate operations are compliant with the Financial Management Act, Treasurers Instructions and the Departments Accounting Manual.
- 1.4 Assists in internal and external audit processes.

2.0 Business Systems and Maintenance

- 2.1 Assists with the collating of data for annual reporting and outputs.
- 2.2 Reconciles and manages the: Directorate's budget registers (for Local Operations and Sector Engagement & Development); Directorate's advice spreadsheets, LADS (Local Area Data System) / PAID (Provider Admin Information Dataset) and ORACLE financial systems.
- 2.3 Reconciles grant payments in LADS/PAID with Oracle financials.
- 2.4 Responsible for maintenance of the Directorate budget and processing of budget adjustments and new allocations of funding.
- 2.5 Responsible for maintenance of the general ledger and journals.
- 2.6 In conjunction with the line manager, manages assigned Directorate's contractual requirements with internal stakeholders.
- 2.7 Delivers technical support to regional and executive managers and users of LADS / PAID and Financial Reporting System (FRS).
- 2.8 Assists in monitoring and improving operation information and funding systems.

3.0 Support

- 3.1 Provides administrative support to Directors and Managers.
- 3.2 Ensures timely access to financial information required by the auditors and relevant Directorate (Local Operations; Sector Engagement & Development; Business and Funding).
- 3.3 Undertakes audits and compliance checks in relation to service providers and ensures all documentation raised meets audit requirements.

Work Related Requirements

In the context of this position, able to demonstrate:

Qualifications

Desirable

- Possession of relevant tertiary qualification

Experience

Essential

- Administrative experience especially with respect to managing information and complex database systems.
- Sound knowledge and experience in financial reporting and budget related matters.

Desirable

Proven experience in business service improvement.

Knowledge/Skills/Abilities

Essential

- High level of analytical and problem-solving skills.
- Well developed verbal, written, negotiation and interpersonal skills.
- Sound computing skills (spreadsheets, databases, word processing) to present complex financial information to management.

Special Requirements / Equipment

Appointment is subject to a satisfactory National Police Clearance.

Certification

Sam Ciminata, Executive Director Business & Funding.

Signature



Date

14/2/18

Disability Services

JDF Registration

Sign



Date

14/02/2018