

Leasing Officer

Finance Services

Position number	00015952
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 4
Reports to	Leasing Accountant (Level 5)
Direct reports	Finance Officer x2 (Level 3)

Context

The Business and Customer Services (BCS) Directorate supports the objectives and outcomes of clients by providing value for money corporate services through skilled and motivated people. The BCS aims to deliver services within an environment of standardised systems and processes.

The Finance Services Branch provides accounts payable, accounts receivable, maintenance of the Department's asset registers, credit card management, lease administration, debt recovery, general ledger and taxation services.

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Key responsibilities

Specialist Services

- Provide quality advice and support to internal and external stakeholders on a range of operational, legislative and procedural leasing matters.
- Facilitate the Department's Master Lease operations in accordance with the principles of best financial management practice and Department policy.
- Establish appropriate systems of consultation and negotiation to ensure master leasing controls are monitored for the Department.
- Ensure leases are undertaken in compliance with financial legislation, the Australian Accounting Standards and government policy directives, including compliance with Statutory reporting requirements for leasing.
- Develop and maintain effective leasing and payment controls and accountability mechanisms.
- Develop information and systems to support senior school administrators and Department officers to provide advice and guidance on leasing processes and procedures, ensuring that leases are appropriate and cost effective.

- Manage the leasing database, including identifying new developments and enhancements and work closely with Information Communication and Technology (ICT) to implement these.
- Develop and oversee the appropriate systems and reporting to ensure that lessees are fully informed in a timely manner of the procedures relevant to the termination of lessees.
- Provide appropriate advice and guidance on the options available and processes for effectively terminating a lease.
- Undertake a range of financial accounting and reporting activities relating to leases, including preparation of formal lease reconciliations, facilitating the production of a range of end-of-year reports and managing accounting requirements for motor vehicles via the leasing system.
- Investigate issues and problems arising from leasing arrangements, ensuring that appropriate solutions are achieved.
- Supervise the Finance Officers and delegates and manage the workload to ensure accurate recording and reporting of data and the provision of appropriate and timely advice.
- Manage the lease stocktake processes to ensure lease equipment is tracked and recorded accurately.
- Manage leasing in accordance with work priorities, deadlines and schedules.
- Represent the Department and the Accounting team at internal and external meetings relating to leasing as required.

Branch Support

- Provide leadership and advice to staff within the Branch.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Education Business Services goals and facilitates accomplishment of designated roles and deliverables.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department Policy.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Department policy.
- Ensure business processes and policies are documented and maintained in accordance with Department and legislative requirements and established benchmarks and performance indicators are monitored.
- Contribute to change management projects relevant to the Branch/Directorate and wider Education Business Services.
- Provide support in the development of operational policies, procedures and guidelines.
- Provide support and assistance with project initiatives in the Branch as required.
- Represent the Branch, as required, on Directorate committees and working parties.

Customer and Stakeholder Support and Liaison

- Provide quality advice and support to manage and respond to queries, ensuring compliance with legislation.
- Consult effectively with stakeholders to identify issues associated with accounting policies, support and business processes.
- Assist with training end-users on the use of the Branch's systems.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships with internal and external stakeholders to ensure access to diverse specialist knowledge.

Selection criteria

Job specific criteria

1. Demonstrated understanding of and experience in applying accounting concepts, practices and financial reporting as they relate to leasing.
2. Demonstrated knowledge and experience in the application of legislation; including Good and Services Tax, the Financial Management Act 2006 and Treasurer's Instructions; government accounting policies and procedures and the Australian Accounting Standards related to the management and control of leases.
3. Demonstrated skills and experience in the development and use of spreadsheets and databases.

Capability criteria (see the Education Business Services, Department of Education Learning and Growth Framework for more detailed information)

4. Demonstrated ability to think strategically by researching, analysing and applying information to complete tasks whilst supporting team members in managing uncertainty and change.
5. Demonstrated ability to achieve results by successfully planning and coordinating work activities whilst contributing to the allocation of responsibilities and resources and the development of team workplans and goals.
6. Demonstrated ability to communicate and influence by clearly communicating instructions and technical information, seeking input from others and resolving issues in discussion with other staff and stakeholders.
7. Demonstrated ability to exhibit professionalism and drive by successfully taking ownership of tasks and processes that you oversee, exercising delegations responsibly, adapting skills to new situations and embracing challenges.
8. Demonstrated ability to build and sustain productive relationships by assisting, supporting and motivating others, resolving complex customer issues, identifying trends in customer service needs and suggesting improvements.

Eligibility and training requirements

Employees will be required to:

- 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.

ENDORSED

Date 27 November 2024
Reference D24/0898161