



# Job Description Form

## Finance Assistant

### Adult Custodial Operations

#### Position details

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Classification Level: 2

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement (and any subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Corrective Services Division, Adult Male Prisons

Physical Location:Karnet Prison Farm

#### Reporting relationships

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Responsible to: 009608 Finance Coordinator - Level 4

**This position: 009504 Finance Assistant - Level 2**

Direct reports: NIL

#### Overview of the position

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Karnet Prison Farm is a minimum-security prison located 75km south of Perth. The prison handles only male offenders and functions as a pre-release centre with a focus on rehabilitation and re-integration in preparation for their return to the community. The prison's farm which covers an area of approximately four hundred hectares, comprises an abattoir, dairy, poultry and market garden for supply of meat, milk, eggs and vegetables for use by the state's prisons.

The Finance Assistant is responsible for managing day to day financial transactions, maintaining accurate records, processing procurement, and supporting administrative activities. The position ensures that all financial processes run smoothly, and reporting deadlines are met. In addition, the position contributes to the management of all financial, procurement and asset requirements for the prison and assists in developing and maintaining financial management procedures and delivering staff training related to financial processes, including purchasing card, financial systems, and online purchasing. The role monitors all financial transactions to ensure compliance with legislative and departmental guidelines and policy

and supports Accounts Payable including invoicing payments, overdue payments management, and maintenance of good relationship with suppliers. The Finance Assistant liaises with internal and external stakeholders like head office, suppliers, auditors, and clients and answers inquiries and provides necessary advice and assists the Finance Coordinator with financial management and business activities, filling financial documents securely for audit compliance, asset management auditing, preparing reconciliation.

### **Job description**

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As part of the Karnet Prison Farm team, the successful applicant will be expected to:

- Always consider the unique risks associated with the Department's activities when undertaking all duties
- Communicate effectively, model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within the Department's chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively with staff in other directorates and within the division to achieve common goals and best practice and facilitate business improvements as appropriate, demonstrated analytical problem-solving skills, customer focus and alignment with Departmental strategic objectives
- Drive and support organisational change and continuous improvement by actively contributing to achieve the Department's vision, mission and priorities
- Support cultural and management reforms within the Department.

### **Role specific responsibilities**

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- Assists the Finance Coordinator in the management of all financial, procurement and asset requirements for the Prison.
- Assists with budget preparation and with the preparation of monthly and quarterly budget forecasts and the ongoing monitoring of expenditure against budget.
- Undertakes purchasing functions and processes including the timely processing of invoices, purchase orders and credit transactions.
- Incurs and certifies payment of accounts in accordance with the legislative and departmental guidelines and policy including *Financial Management Act 2006* and Treasurers Instructions.
- Maintains and updates financial records, and verifies accounts submitted for payment.

- Assists in the preparation of specifications for quotations, sources quotes from suppliers and arranges the ordering of goods and recording of purchases in systems.
- Liaises with managers and staff throughout the prison in relation to all financial transaction including requests for the purchase of goods and services.
- Liaises with suppliers and financial processing service providers to monitor the status of requisitions and the timely payment of accounts.
- Processes maintenance requests for prison assets including buildings, vehicles and equipment.
- Assists in the assessment and costing of prison purchasing requirements and identifies areas for potential savings.
- Provides information to management and staff regarding procurement policy and procedures.
- Provides assistance to users of purchasing systems.
- Quality assures purchasing transactions to ensure compliance with legislative and departmental guidelines.
- Undertakes audits of assets and stores, cleaning and canteens inventories.
- Generates reports from financial systems and checks coding prior to payment.
- Analyses data and reports from various systems e.g. inventory, human resources, assets, purchasing and finance.
- Provides support during internal and external audits and asset management.
- Maintains proper filing and archiving of financial documents for audit compliance, including both physical and electronic copy.
- Maintains appropriate records of financial transactions, procurement and administrative activities.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### **Job related requirements**

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In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

### **Shapes and Manages Strategy**

The ability to understand the Department's values and objectives how they are relevant in assigned work, and to work under direct supervision to meet timelines and priorities.

### **Achieve Results**

The ability to see tasks through to completion; rescheduling and reorganising work to reflect changes in priority. Applies own expertise to work tasks, learn new products and services and maintain accurate records and file.

### **Builds Productive Relationships**

The capacity to responds under direction to changes in client needs and expectations, manage progress and keeps clients informed and provide prompt and courteous service, as well as the capacity to recognise the value of individual differences and work styles.

### **Exemplifies Personal Integrity and Self-Awareness**

A demonstrated commitment to adhere to the Code of Conduct, behave honestly and ethically. Applies self to meet objectives, stay calm and professional under pressure, and provide accurate information to others. Provides accurate information, checks and confirms accuracy prior to release. Acknowledges mistakes and learns from them and seeks guidance and advice when required.

### **Communicates and Influences Effectively**

The ability to explain information using language appropriate to the client while limiting the use of jargon, listen and ask questions to ensure understanding and to confirm that the message has been understood and to discuss issues calmly.

### **Role Specific Criteria**

- Financial Management / Purchasing Skills - The ability to work within legislative and departmental guidelines in the financial transactions, purchase and receipt of goods and services.
- Computer Skills - The ability to work with systems and data, utilize word processing, spreadsheet and database programs and record systems. The ability to utilize financial management online purchasing systems and relevant reporting tools.

### **Special requirements/equipment**

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Nil

**Certification**

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The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Assistant Commissioner

Signature: \_\_\_\_\_ Date: December 2025

HR certification date: December 2025