



Job Description Form

015098 Finance Coordinator

Melaleuca Women's Prison

Position details

Classification Level: 4

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement 2019

Position Status: Permanent

Organisation Unit: Corrective Services, Women and Young People

Physical Location: Melaleuca Women's Prison

Reporting relationships

Responsible to: 015100 Business Manager, Level 6

This position: 015098 Finance Coordinator - Level 4

Direct reports: 015237 Finance Officer Procurement, Level 2

015239 Cashier, Level 2

015242 Visits Booking Officer, Level 1

Overview of the position

The Women and Young People Directorate is responsible for the end to end case management and through care of women prisoners and young detainees based on a trauma-informed model of care that considers culture, gender and youth specific responses to those in custody and the community

The Finance Coordinator is responsible for coordinating the delivery of the Centre's financial support services in accordance with the Financial Management Act 2006 and Departmental policies and procedures.

Job description

As part of the Melaleuca Women's Prison team, the successful applicant will be expected to:

- Work to improve communication and 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 chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate
- Facilitate cultural and management reforms within the Department through leadership and engagement
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- In conjunction with the Business Manager, provides advice to the Superintendent and management team on financial management and budgeting issues.
- Researches and prepares the annual budget and supporting documentation. Monitors, analyses and reports on budget performance and prepares monthly and quarterly budget forecasts.
- Analyses the financial impacts of proposed operational initiatives or changes.
- Administers financial management policies and processes.
- Assists the Business Manager to manage procurement processes, prepares and evaluates tenders and contracts for goods and services. Approves purchases of goods and services within delegated authority.
- Monitors and reports on the Centre's financial and physical assets. Maintains accurate and current records of assets and coordinates regular stocktakes and reconciliations of assets. Assists with the preparation of business proposals to upgrade or replace assets.
- Contributes to the development of the Centre's financial management and accounting procedures.
- In conjunction with the Business Manager ensures that the Centre complies with the *Financial Management Act 2006*, Treasurer's Instructions and Departmental policies and procedures.
- Undertakes audits of financial processes, systems and transactions as directed by the Business Manager
- Monitors the integrity and accuracy of financial performance data, systems and reporting. Implements systems to collect, collate and organise financial and other relevant operational and resource data. Integrates data from a variety of systems to produce meaningful management reports
- Develops working relationships with Centre personnel, suppliers and clients to ensure efficient and effective financial service delivery.

- Manages performance with effective team leadership and support, work planning and resourcing including implementation of the staff Performance Appraisal and Development System.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

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 reasons for decisions and how they are related to their work, understand the work environment and identify issues that may impact own achievement and contributes to team planning, draw on information from a range of sources and to use common sense to analyse what information is important, anticipate issues that could impact on tasks and identify risks and uncertainties in procedures and tasks are all important for this role.

Achieve Results

The ability to; monitor progress against performance expectations to ensure deadlines are met, communicate outcomes to supervisor, apply and develop capabilities to meet performance expectations, demonstrate knowledge of new programs, products or services relevant to the position, work to agreed priorities, outcomes and resources and be responsive to changes in requirements are fundamental to this role.

Builds Productive Relationships

The capacity to; build and maintain relationships with team members, other teams, colleagues and clients, share information with team members, seek input from others, contribute to team discussions and ensure that others are kept informed, maintain an awareness of personalities, motivations and diverse qualities, treat people with respect and courtesy and an ability to act on constructive feedback.

Exemplifies Personal Integrity and Self-Awareness

An ability to; listen when own ideas are challenged, provide accurate advice to colleagues and clients and to check and confirm the accuracy of information prior to release, take responsibility for mistakes and learn from them, acknowledge when in the wrong, seek advice and assistance from colleagues and supervisor when uncertain. Engage with risk by providing accurate information, seeking guidance when required and reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; structure messages clearly and succinctly orally and in writing, focus on gaining a clear understanding of others comments by listening and questioning for clarity, check that own views have been understood, listen to differing ideas to develop an understanding of the issues are essential in this role.

Role Specific Criteria

- Ability to interpret and apply financial management principles, ensuring compliance with the Financial Management Act, Treasurers Instructions and Departmental policies.
- Ability to prepare, monitor and analyse budgets and assets; report on financial performance; interpret, translate, develop and apply financial, procurement and asset management data.

Special requirements/equipment

Nil

Certification

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

Superintendent

Signature: _____ Date: 17-03-2020

HR certification date: March 2020