



## Job Description Funding and Payments Team Leader Level 5

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<b>Position Number:</b>	00036090	<b>FTE:</b>	1.0
<b>Directorate:</b>	Service Resource Management	<b>Branch:</b>	Training Resource Allocation
<b>Location:</b>	Osborne Park	<b>Position Status:</b>	Permanent
<b>Agreement/Award:</b>	<i>Public Service Award 1992 Public Sector CSA Agreement 2022 or as replaced</i>		

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### Reporting Relationships

*Reports to:*

Manager Private Training Markets (Contracts), Level 7

*Other officers reporting to the above office:*

Senior Contract Management Officer, Level 6 (x2)

Contract Management Officer, Level 5 (x3)

*This Office – officers under direct responsibility:*

Funding Compliance Officer, Level 4 (x3)

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### Key Role Statement

The Funding and Payments Team Leader is responsible for the management and oversight of procedures that facilitate timely and accurate payments to contracted Registered Training Organisations (RTOs), providers of training related services and other payment claimants. The position is also responsible for day-to-day accounting functions which support the payments process including the management of budgets, expenditure and commitments and the confirmation, monitoring and reporting of valid payment requests.

The position is required to provide a high standard of service and advice to ensure that effective relationships are maintained with internal and external clients and stakeholders.

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### Key Responsibilities

- Ensures the timely and accurate payment of RTOs, and other service providers and claimants.
  - Undertakes day to day accounting functions related to invoicing and budget management and reporting.
  - Prepares financial reports to track budget, expenditure and commitments in support of the private training market.
  - Leads and coordinates the work of the Funding Compliance Officers and provides guidance and assistance as required.
  - Provides assistance, training and advice to RTOs and other service providers in using the Department's financial, RTO and other reporting systems.
  - Identifies key areas of risk for the compliance team in preparing for audits undertaken with contracted RTOs and other service providers.
  - Undertakes quality assurance testing and provides feedback on changes to systems and processes as they relate to payment and budget management functions of the Branch(s).
  - Participates in and provides information to assist in the evaluation and risk assessment of RTO and other service provider performance.
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### Expected Leadership Behaviours

The role occupant is expected to consciously adopt the behaviours and mindsets aligned to the position's **Leading Others** context. The following outlines the key leadership behaviours in action pertinent to this position.

- **Lead collectively** - You understand how your work and that of your team contribute to achieving agency outcomes and fit in the sector.
  - **Think through complexity** - You think critically and strategically to solve problems and enhance effectiveness across your team or work area.
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- **Dynamically sense the environment** - You continually clarify objectives and provide guidance where necessary.
- **Deliver on high leverage areas** - You identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.
- **Lead adaptively** - You proactively extend your knowledge, skills and expertise to ensure your contribution continues to add value.

**Selection Criteria**

**Essential**

- Demonstrated experience in financial management and accounting functions including the use of systems and software applications.
- High level conceptual and analytical skills.
- Sound understanding of contract management principles and processes.
- The ability to direct and support a team; and work independently and collaboratively within in a team environment to achieve outcomes.
- Well-developed interpersonal, oral and written communication skills, with the demonstrated ability to work as part of a team and develop and maintain relationships with key stakeholders.

**Other Requirements**

- May be required to work from any Department worksites

**Values**

- Our values reflect the way we go about our work with our partners, stakeholders and each other.
- We find solutions, deliver and do things well.
- We have integrity and courage.
- We respect, trust and care for each other.
- We know diversity makes us stronger.

**CERTIFICATION**

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

**Branch Director:**

**Name:** Sean Fitzpatrick **Position:** Director Training Resource Allocation  
**Signature:**  **Date:** 20/1/26

**Delegated Authority:**

**Name:** Elaine Paterson **Position:** Executive Director Service Resource Management  
**Signature:**  **Date:** 22/1/26

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