



Finance Support Officer

Classification	Level 2
Position number	00024853 & 00030559
Directorate	Corporate Strategy and Performance
Branch	Finance and Procurement Services
Award and Agreement	Public Service Award 1992 and relevant Public Sector CSA Agreement

About us

The Department

The Department of Treasury and Finance (DTF) is at the centre of Government decision-making. As the principal economic and financial advisor, we provide leadership and strategic advice and influence to support the delivery of services and outcomes for the benefit of Western Australia.

What we do is integral to the Government's decision-making processes about where and how to spend taxpayer's money to ensure Western Australians have access to quality services on a financially sustainable basis.

We lead procurement and leverage our buying power to secure products and services for government, achieving value for money for WA.

We collect revenue to fund government services and administer payment of grants and subsidies to the WA community.

The Branch

The [Finance and Procurement Services](#) team is a collaborative and solutions focused branch that partners with business areas to ensure the Department of Treasury and Finance operates efficiently, sustainably and in line with organisational objectives. The team prepares high quality financial information to meet statutory reporting requirements, including Budget Papers and Financial Statements. It provides expert advice on financial performance, budget management and internal financial controls, ensuring strong stewardship of public resources. The branch also identifies and guides the management of financial and governance risks and has oversight of the Department's procurement activities, providing advice and support to ensure value for money and compliance.

The role

Key responsibilities

The **Finance Support Officer** is primarily responsible for:

- working collaboratively in a team environment to provide a high-quality service; and
- perform activities which contribute to the delivery of the Department's functions and organisational goals.

Key duties

- Undertakes day-to-day financial activities associated with the accounts payable and receivable functions including supplier and customer quality assurance processes, processing of invoices for payment, issuing of Tax Invoices and debt recovery procedures.
- Prepares and checks invoices and credit notes and accurately inputs the data.
- Undertakes Bank Reconciliation including receipting, refunds, receipts in suspense and End of Month reporting processes.
- Delivers administrative and operational support to contribute to the Department's functions and objectives.
- Maintains and updates electronic databases, business systems and web-based platforms to ensure data integrity and accuracy.
- Contribute to continuous improvement of systems, processes and service delivery outcomes.
- Exhibits accountability, professional integrity and respect consistent with DTF's values, Code of Conduct and the Public Sector Code of Ethics.
- Undertakes other duties as required.

Key requirements

Core competencies

The five core capabilities below, part of the [Capability Framework](#), articulate the desired behaviours and skills required for successful performance in the role. Each capability is supported by a set of behavioural indicators. You will need to ensure that you consider and demonstrate the behavioural indicators relevant to the classification level and within the context of the role.

1. Strategy and Analysis
2. Achieves results
3. Build productive relationships
4. Displays personal drive and integrity
5. Communicates and influences effectively

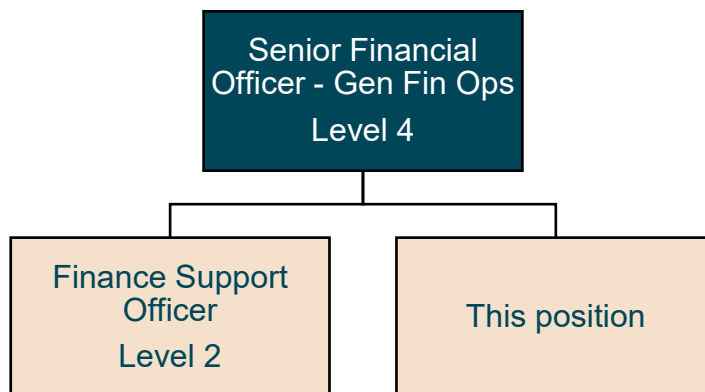
Essential role-specific requirements

1. Experience within an Accounts Payable and Accounts Receivable environment.
2. Good customer service skills and ability to build effective relationships and foster a positive team environment.

Desirable role-specific requirements

1. Nil
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Reporting relationships



Certification

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

Assistant Director, People and Culture 1/04/2026
