

JOB ROLE STATEMENT

BUSINESS SERVICES OFFICER LEVEL 3

DIRECTORATE CENTRAL AND NORTHERN REGIONS
BRANCH WHEATBELT (NARROGIN)

POSITION NO P0063235

KEY RESPONSIBILITIES

Provide financial management, accounting and contract administration services. Assist Business Manager in the management and supervision of Business Services including processes and systems.

KEY DELIVERIES

Financial Management

- Maintain accurate and up to date financial and accounting records in accordance with the Financial Management Act (FMA) and Main Roads policies, procedures and standards.
- Assist with the preparation of budgets and programs, and with the reporting of financial performance.
- Validate and process payment of Local Government recoups and maintain a register of Local Government payments / status and issues.
- Record and monitor sundry debtor expenditure and associated invoicing and receipt of revenue.
- Arrange cost recovery by initiating invoices / refunds / prepayments from debtors and Local Government.
- Co-ordinate validation and process Contractor claims for payment.

Contract Administration and Procurement

- Provide advice and assistance to Managers on contract administration and procurement standards, systems and processes.
- Purchase materials, goods and services, and assist in the preparation of contract documentation and administration of the tender process in accordance with Main Roads Supply policy and processes.
- Assist Contract Managers with tender assessments and timely administration of contracts.
- Maintain the Contracts System (CS) and generate reports as required.
- Ensure safe custody and security of confidential tender and other contract documentation.

Business Support

- Assist in the supervision of staff undertaking financial processing, data entry, administrative support and records management.
- Assist Business Manager in the implementation of OSH&W procedures including recording, reporting and monitoring of hazards/incidents, and preparation of business meetings.
- Provide assistance to the Local Government Interface Manager and the Region's Road Group activities including, finance meetings, reporting of issues and actions, where relevant.
- Maintain the Fixed Asset System.

Stakeholder Relationships

- Liaise with Local Government and other external organisations on various business and financial matters.
- Provide advice, assistance and training to users of financial management systems, including ORACLE, PBIS, PATS, and Performance Point.
- Provide advice to transport operators on the process of issue of 'Notices' and 'Permits' for access to the State road network.

OCCUPATIONAL SAFETY, HEALTH AND WELLBEING (OSH&W)

Responsible for active participation and performance to OSH&W standards as detailed by the Main Roads' Safety, Health and Wellbeing (SH&W) Management System - refer to "SH&W Responsibility and Accountability Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern Region, including the Metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other roles within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL
BUSINESS SERVICES CO-ORDINATOR

LEVEL 4

POSITION NO
P0062559

BUSINESS SERVICES OFFICER LEVEL 3

POSITIONS UNDER DIRECT SUPERVISION

List the position numbers, titles and levels of positions directly supervised

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

ALL POSITIONS UNDER CONTROL

State number of positions only

SELECTION CRITERIA

ESSENTIAL:

- Skill, knowledge and experience in:
 - budgeting, financial management and reporting
 - contract administration and procurement
 - written communication including all forms of correspondence
 - building and enhancing stakeholder relationships
 - work organisation with the ability to meet work schedules and deadlines
- Knowledge of:
 - records management practices and use of computerised records management system
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

DESIRABLE:

- A Certificate in Business.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE DATE
BRANCH/SECTION HEAD

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

SIGNATURE DATE
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE DATE
MANAGER HR BUSINESS