



FINANCE & ADMINISTRATION OFFICER

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Various

District / Branch:

Various

Work Unit:

Various

Position Description Number:

Generic 146

Rank / Level / Band:

Level 3

Position Category:

Corporate Services

Employment Conditions

Industrial Agreement/Award: Current PSA, PSGOGA and Agency Specific Agreement

Work Pattern: Monday - Friday: May be required to work outside normal operating hours

Location: Various

Operates within an environment requiring a high level of integrity, confidentiality and security at all times.

Position Objective

To provide an efficient and effective administrative and human resources support role to the unit / section with an emphasis placed on the financial management role.

Role of Work Unit

Specialist Support Unit (SSU) manage security by acting as an interface on behalf of business areas within Western Australia Police Force (WAPOL). SSU is responsible for the administrative management of the following functions on behalf of both internal and external areas:

- Assumed Identities
- Vehicle Fleet
- Data Encryption and Security of Electronic Information
- Induction, Training and Re-Assimilation
- Legislative submissions
- Technical Assets
- Intelligence Research

The unit is responsible for ensuring the reliable development of intelligence research and information to build a clear assessment of capability, which can be used to produce quality intelligence products consistent with agency needs and the roles of the business unit.

Reporting Relationships

The position is located within various units however reports directly to SSU.

This position reports to:

- Coordinator, Level 5

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

Position Title: Finance and Administration Officer	Rank, Level or Band Level 3	Position Number: Generic 146
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Key Accountabilities

1. Finance

- 1.1 Administers the unit / section's financial function, including preparing and monitoring the budget and maintaining financial systems.
- 1.2 Preparing and monitoring the budget and maintaining financial systems in relation to the registered company / business including taxation compliance and company / business including BAS returns, GST and company compliance.
- 1.3 Provides financial reports and advice to the unit / section OIC.
- 1.4 Analyses and compiles financial information and returns in compliance with the Financial Management Act and Treasurer's Instructions.
- 1.5 Verifies the accuracy and legitimacy of all accounts payable including the allocation of cash for operations.
- 1.6 Supervises petty cash and Advance Account for the unit / section.
- 1.7 Monitors and authorises unit / section requisitions on the Integrated Management System (SAP/RMIS).
- 1.8 Monitors the overtime budget for the unit / section.
- 1.9 Monitors monthly fuel returns by recording fuel usage, checking and paying fuel charges and providing statistical data to SSU / Fleet Services.

2. Administration

- 2.1 Provides administrative support to the OIC and unit / section personnel.
- 2.2 Monitors station mail and acts on operational requests by creating operational hardcopy files and updating information on secure databases.
- 2.3 Organises travel, accommodation and attendance for training of unit / section personnel, on request.
- 2.4 Attends to filing and file movements on the secure Electronic File Tracking System (eg Objective).
- 2.5 Liaises with external agencies, companies and personnel and organises requirements on behalf of operational personnel.
- 2.6 Maintains the strictest confidentiality and vigilance in relation to all operations undertaken and when liaising with contacts.
- 2.7 Liaises directly with the Coordinator, Specialist Support Unit, in relation to more complex human resource, asset and financial issues.
- 2.8 Prepares agendas, memos, drafts correspondence and takes and prepares minutes of meetings.
- 2.9 Coordinates and monitors the backup of data daily.
- 2.10 Collates data and information and assists the OIC to complete Good Governance Practice Guide reporting requirements.
- 2.11 Undertakes deliveries and pickups for operational personnel.

3. Human Resources

- 3.1 Provides an advisory service to the OIC and unit / section personnel by interpreting and applying relevant awards, agreements, legislation and policies.
- 3.2 Coordinates, checks and authorises claims and allowances such as overtime (in excess of composite allowances) shift penalties and meal, travel and higher duties allowances etc.
- 3.3 Updates RMIS in relation to claims, allowances, staff movements, training attendance and other relative data.
- 3.4 Monitors and maintains FTE information for the unit / section and assists the OIC to coordinate staff transfers, selection and placements.

4. Assets

- 4.1 Administers the physical assets function including accommodation, equipment and vehicle issues, purchase and disposal of assets and maintenance of recording systems.
- 4.2 Manages the Financial Equipment Replacement Scheme for the unit / section by obtaining and processing quotes.

5. Other

- 5.1 Understands and complies with information security policies and procedures to ensure information holdings / systems are kept confidential and utilised accurately and reliably.
- 5.2 Undertakes other duties as directed.

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Specialist Prerequisite(s)

- It is a requirement that the position holder is successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 2** security clearance for the duration of their appointment in the position.
- It is a requirement of this position that applicants undertake a psychological assessment to determine their suitability, and as an incumbent, agree to undergo periodical psychological assessments, as required.

Work Related Requirements

Essential	Context in which work related requirements will be applied and or general standard expected.
Financial Management	Experience in monitoring expenditure, preparing budget estimates and budget forecasting. Understanding and providing information on financial data. Sourcing, interpreting and applying the Financial Management Act and Treasurer's Instructions including relevant taxation legislation.
Human Resources	Advising on a broad range of relevant human resources issues including the ability to interpret and apply awards, agreements and relevant legislation.
Computing	Maintaining financial databases and records using accounting software. Ability to update human resource and asset computer systems. Creates, updates and produces reports utilising (Excel) spreadsheets to an intermediate level.
Organisational	Managing own workload effectively by planning and prioritising work to meet deadlines. Demonstrating self-motivation and initiative to achieve work objectives with minimum supervision.
Analytical and Problem Solving	Achieving objectives even in difficult circumstances. Remaining positive and responds to pressure in a calm manner. Researching and analysing information relevant to human, physical and financial issues and responsibilities.
Communication	Building and sustaining positive relationships with personnel within the various units and sections, and external agencies and organisations. Presenting messages, correspondence, briefing notes and reports in a clear and concise manner. Actively participating and contributing to tasks and supporting the team's development.
Driver's licence	Possession of a current Western Australian motor drivers licence class "C" or "CA". (Driving independently to and from site locations).

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Certification

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

Position	Name	Date
Workforce Design and Consultancy	Paul Walling	July 2018
Specialist Support Unit	Superintendent Mary Brown	July 2018