



Government of **Western Australia**
Department of **Justice**

Job Description Form

Department of Justice Purpose

To provide a safe, secure and decent corrective services which contribute to community safety and reduced offenders' involvement in the justice system.

Position Title Finance Coordinator		Special Conditions
Effective Date May 2018	Position Number 009604	Level 4
Division Corrective Services	Directorate Adult Justice Services	Branch Broome Regional Prison

Divisional Outcomes

The outcomes of the Adult Custodial Portfolio are to reduce offending, protect the community and encourage offenders towards a law abiding lifestyle.

The Portfolio is responsible for the management of government prisons as well as ensuring effective standards and relations with privately operated prison facilities through:

- Adult Custodial Operations;
- Custodial Services; and
- Security and Intelligence.

In achieving these outcomes and outputs, community expectations, in particular victim concerns, are taken into account.

Directorate Outputs

The custody and control of prisoners
The care and well being of prisoners
Reparation to the community
A reduction to re-offending through the provision of training and appropriate programs.

Branch Outputs

Managing the prison to ensure the security and good order of the prison is maintained in line with its Business Plan, resource management budget and statutory requirements.
Managing the prison to ensure the care, well being and development needs of prisoners are met.
The development of effective community and industry programs aimed at providing reparation to the community.
Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-offending.

Role of the Position

Coordinates the delivery of the prison's financial support services in accordance with the *Financial Management Act 2006* and Departmental policies and procedures.

Financial support services provided include the preparation and reporting on the prison's budget, the provision of financial analysis, support to the Business Manager in the management of the prison's procurement processes and assets and in the operation and maintenance of financial and asset management systems, processes and controls. Undertakes critical components of the Resource Coordinator when occupant of position absent.

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Responsibilities of this Position

Budgeting and Financial Analysis

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.

Procurement

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.

Asset Management

Monitors and reports on the Prison'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.

Financial Policies, Processes and Systems

Contributes to the development of prison financial management and accounting procedures.

In conjunction with the Business Manager ensures that the prison 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.

Information and Knowledge Management

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 e.g. inventory, human resources, assets, purchasing and finance.

Relationships

Develops working relationships with prison personnel, suppliers and clients to ensure efficient and effective financial service delivery.

Team Management

Manages performance with effective team leadership and support, work planning and resourcing including implementation of the staff Performance Appraisal and Development System.

Ethical Behaviour

Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.

Equity, Diversity and Occupational Safety and Health

Applies and promotes the principles of equity, diversity, occupational safety and health in the workplace and behaves and manages staff in accordance with relevant standards, values and policies.

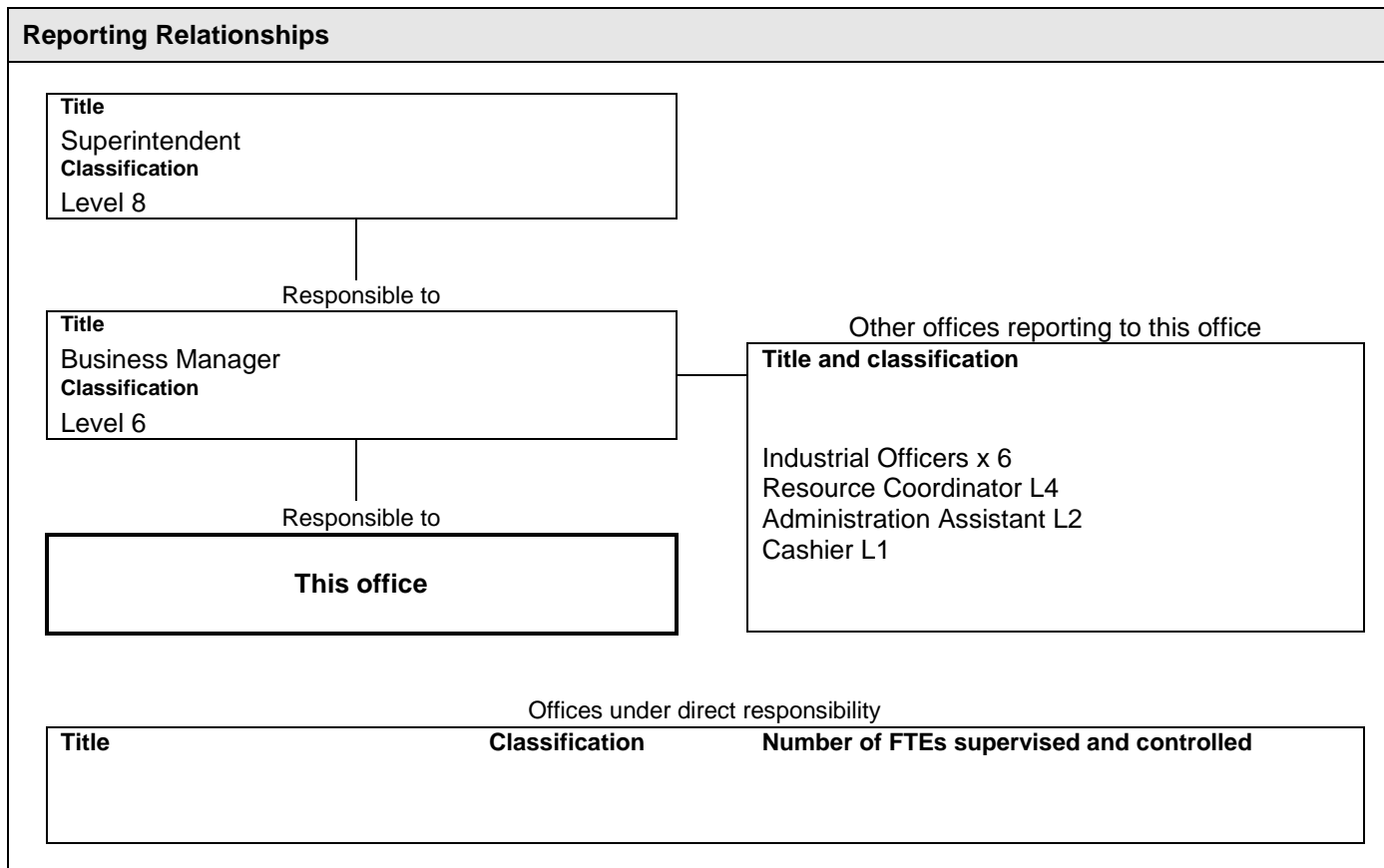
Other

Other duties as directed.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
<u>ESSENTIAL</u>	
1. Ability to provide financial services.	Interpretation and application of financial management policies. Effective use of systems, processes and controls that ensure compliance with the <i>Financial Management Act, Treasurers Instructions</i> and Departmental policies.
2. Research, analytical and problem solving skills.	Preparing, monitoring and analysing budgets and assets. Reporting on financial performance. Interpreting, translating, developing and applying financial, procurement and asset management data.
3. Communication and interpersonal skills.	Writing and preparing reports and correspondence. Providing financial advice and building effective working relationships with management, staff and external stakeholders.
4. Supervisory skills.	Supervising a team including the prioritisation and delegation of workloads. Performance management of staff and providing staff with development opportunities.
5. Knowledge of the Financial Management Act, Treasurers Instructions	Ability to interpret, apply and explain to ensure compliance with the appropriate standards and guidelines.
6. Knowledge	Possesses a working knowledge of Human Resource practices.
<u>DESIRABLE</u>	
(NOTE: When applying for vacant positions, applicants are required to address the Work Related Requirements in the left-hand column only. The context and standards only provide general guidelines within which the Work Related Requirements will be applied).	

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Division Corrective Services	Directorate Adult Justice Services	Branch Broome Regional Prison



Location and Accommodation

Location
Broome Regional Prison

Accommodation
The Contract of Employment specifies conditions relating to this position.

Allowances / Special Conditions

The Contract of Employment specifies conditions relating to this position.

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

Delegated Authority Approval

Signature	
Date	/ /