



Job Description

Student Management System Finance Team Leader Level 5

Position Number:	10001886	FTE:	1.0
Division	Corporate Services	Agreement/Award:	Government Officers Salaries Allowance and Conditions Award 1989
Branch:	Financial Services		Public Service and Government Officers General Agreement 2014
Location:	Joondalup		

Reporting Relationships

Position title and level this position reports to:
Manager Finance, Level 7

Other officers reporting to the above office:
Budget Analyst, Level 5
Senior Finance Officer, Level 3

This Office – officers under direct responsibility:
Student Debtors Co-ordinator, Level 4
Student Debtors Officers, Level 3 (2 fte)
Finance Officer, Accounts Receivable, Level 2

Key Role Statement

To lead and manage the Finance related procedures for the Student Management System including the provision of training to relevant College staff. Collaborate with Administration Managers, Subject Matter experts and Team Leaders across North Metropolitan TAFE teams to ensure consistent business practice and take advantage of new business opportunities across the College.

Key Responsibilities

- Responsible for the maintenance and development of financial processes of the Student Management system, including ECR, ensuring processes are consistently applied across the college.
- Undertake research, analysis and prepare advice on appropriate business rules/required processes for SMS and ECR use throughout North Metropolitan TAFE in collaboration with Finance, Client Services staff, Academic Systems and DTWD.
- Act as central point of contact for all customer and critical priority issues, ensuring a timely response and senior management and stakeholders are informed of any subject that can significantly impact the business.
- In conjunction with the Student Services and Training Services Team Leaders coordinate the training process, developing training materials as required
- Management of ECR processes, including resolution of mishandled payments and end of day issues, new and revised button requirements, reconciliations and refunds
- Management and control of sponsorship accounts within SMS – external and internal

Selection Criteria Essential

- Demonstrated communication and interpersonal skills, including the ability to liaise effectively with individuals at all levels and from different disciplines.
- Demonstrated training skills in providing technical expertise, guidance and mentoring on training solutions while being creative and flexible to utilise a teaching style to meet the varying needs of people.
- Excellent organisational skills with a proven ability to manage time and tasking in an effective timely manner.
- Well-developed problem solving and negotiation skills.
- High level of computer skills, including the use of a variety of administrative software packages

Other Requirements

May be required to work from any College campus

CERTIFICATION

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

Business Unit Manager		Managing Director	
Name:	Michael Juliff	Name:	Michelle Hoad
Date:	3 December 2018	Date:	3 December 2018