

OFFICE OF THE AUDITOR GENERAL

JOB DESCRIPTION FORM



Our operations and professional relationships are built on the foundation of independence exercised with integrity and objectivity. In achieving our purpose of serving the public interest, we will act in a way that values:

Integrity – We conduct our business in an independent, professional and ethical manner. We apply an open, honest and fair approach to our stakeholders.

Quality – We provide credible work that makes a difference. We take pride in our work and strive to deliver above expectations, using continuous improvement opportunities to improve our efficiency and effectiveness.

Respect – We value the contribution of our people, clients and the community, and encourage a collaborative approach to our work.

Our Office is committed to the highest standards of corporate governance – managing our resources, managing our people and managing our relationships as befits a leader in public sector audit.

Position Title Finance Officer		
Effective Date May 2019	Position Number AUD00138	Level Level 3
Program Finance	Business Unit Business Services	Salaries Agreement/Award PSGO(CSA)GA
Reports to Manager, Finance	Other positions reporting to the Manager Finance may include Senior Finance Officer, Finance Officer, Contracts and Facilities Officer and Business Administration Officers	

Business Services

Provides the Auditor General with the services and strategies necessary to ensure effective communication with Parliament, the community and stakeholders in public sector audit. In addition this business unit ensures the human, financial and other resources of the Office are used efficiently and effectively and that management has the information to effectively run the Office.

Enhancing the relevance and timeliness of services

The challenge for Business Services is firstly to support the Auditor General and ensure reports and the wider role in the community best address the needs of Parliament and the public for independent information on public sector performance and accountability.

The second challenge is to enhance the relevance, technical quality and timeliness of the Office's products and services.

The policy work of Business Services entails the provision of strategic advice, monitoring and analysing issues and trends, and liaising with key stakeholders in the Office's operations.

Key challenges for Finance branch include:

- managing the differing priorities of multiple stakeholders
- supporting change as we strive for greater efficiencies
- delivering the level of service required to meet Office deadlines
- managing systems and processes that support the current business demands but are flexible enough to adapt to meet the future needs of the OAG.

Role of this position

- undertakes a wide range of financial operations including accounts payable, accounts receivable, corporate credit card and banking.
- prepares reconciliations and assists with month-end and year-end processing and financial reporting.

Essential qualification/s

- nil

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RESPONSIBILITIES OF THIS POSITION

Accounts payable and receivable

- process accounts payable and accounts receivable transactions
- investigate and resolve accounts payable enquiries
- prepare bank submission and following-up outstanding invoices
- process corporate credit cards, cab voucher transactions, travel and other accounts and maintain appropriate checks and controls
- conduct petty cash administration.

Reconciliations

- prepare monthly and annual reconciliations as required including payroll, petty cash and general ledger.

Reporting

- assist with month and year-end processes and reporting, preparation of financial statements and other ad-hoc reporting requirements.

Undertakes other duties as directed.

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Essential Capabilities
These reflect the specialist technical and leadership capabilities of the position.

ESSENTIAL: Technical

- Experience in accounts payable, accounts receivable and reconciliations.
- Experience using a financial management information system and Excel.

ESSENTIAL - Leadership

Managing activities

- Demonstrates a sense of purpose
- Able to link operational activities to team and Business Unit objectives
- Harnesses information
- Shows sound judgement, intelligence and common sense

Achieving results

- Contributes to organisational skill and responsiveness
- Utilises professional expertise
- Accepts and implements change
- Delivers intended results

Building productive relationships

- Maintains internal and external relationships
- Facilitates team cooperation
- Values differences and diversity
- Supports people operationally

Exemplifying personal integrity and self-awareness

- Demonstrates public service professionalism and probity
- Identifies and responds to risk
- Commits to action
- Displays resilience
- Demonstrates a commitment to personal development


Communicating and influencing effectively and respectfully

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates openly

Head Office location is in Perth CBD.

CERTIFICATION

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

Signature <div style="text-align: center; margin-top: -20px;">  Auditor General </div>	Date ...8 May 2019.....
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