



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

## Job Description Form

### 009499, 014707 **Finance Assistant**

#### Bunbury Regional Prison

##### Position details

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Classification Level: 2

Award/Agreement: PSGA 1992 / PSGOGA 2017

Position Status: Permanent

Organisation Unit: Corrective Services, Custodial Operations

Physical Location: Bunbury Regional Prison

##### Reporting relationships

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Responsible to: 009605 Finance Coordinator - Level 4

**This position: 009499, 014707 Finance Assistant – Level 2**

Direct reports: NIL

##### Overview of the position

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Bunbury Regional Prison is located approximately 15 kilometres south of Bunbury on Centenary Road South West Highway, (off Boyanup Road). The prison is a medium security facility, with a separate pre-release unit housing minimum security offenders. Bunbury also accommodates a high number of vulnerable prisoners and is considered a leader in actively managing special needs offenders who would normally be placed in the mainstream in protection. Bunbury delivers high-level programs to offenders, including the medium and high intensity sex offender programs and medium intensity violent offender programmes.

The Finance Assistant assists with the procurement and administrative support of all financial, procurement and asset requirements for the prison. Monitors purchasing activities, to ensure compliance with legislative and departmental guidelines. Finance Assistant assists the Finance Coordinator with a range of financial and business activities such as the control of all petty cash, prison and staff recoups, maintaining prisoner gratuities records and telephone requisites, travel bookings for prisoners and coordination and maintenance of various administrative systems.

## **Job description**

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As part of the Bunbury Regional Prison team, the successful applicant will be expected to:

- Always consider the unique risks associated with the Department's activities when undertaking all duties
- Communicate effectively, model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within the Department's chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively with staff in other directorates and within the division to achieve common goals and best practice and facilitate business improvements as appropriate, demonstrated analytical problem solving skills, customer focus and alignment with Departmental strategic objectives
- Drive and support organisational change and continuous improvement by actively contributing to achieve the Department's vision, mission and priorities
- Support cultural and management reforms within the Department.

## **Role specific responsibilities**

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- Assists the Finance Coordinator in the management of all financial procurement and asset requirements for the Prison.
- Assists with budget preparation and with the preparation of monthly and quarterly budget forecasts and the ongoing monitoring of expenditure against budget.
- Maintains petty cash transactions, prisoner gratuities records and updates, prisoner telephone requisites, travel bookings for prisoners and maintenance of various administrative systems.
- Undertakes purchasing functions and processes including the timely processing of invoices, purchase orders and credit transactions.
- Incurs and certifies payment of accounts in accordance with the *Financial Management Act 2006* and Treasurers Instructions.
- Maintains and updates financial records, and verifies accounts submitted for payment.
- Assists in the preparation of specifications for quotations, sources quotes from suppliers and arranges the ordering of goods and recording of purchases in systems.
- Liaises with managers and staff throughout the prison in relation to requests for the purchase of goods and services.
- Liaises with suppliers and financial processing service providers to monitor the status of requisitions and the timely payment of accounts.

- Processes and manages prison assets register including IT equipment.
- Assists in the assessment and costing of prison purchasing requirements and identifies areas for potential savings.
- Quality assures purchasing transactions to ensure compliance with legislative and departmental guidelines.
- Undertakes audits of assets and stores and canteens inventories.
- Generates reports from financial systems system and checks accounts prior to payment.
- Analyses data and reports from various systems e.g. inventory, human resources, assets, purchasing and finance.
- Maintains appropriate records of procurement and administrative activities.
- 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.
- Participates constructively and positively within workplace teams to achieve tasks.
- Accesses and applies identified and appropriate information to achieve tasks and undertake document control and retrieval. Maintains confidentiality as appropriate under legislative requirements.
- Develops and maintains networks with relevant Corporate Services personnel and external forums.
- Participates in the identification of and applies opportunities for continuous improvement within the team.
- Achieves tasks through effective and efficient use of allotted physical and financial resources. Provides information and administrative support on the use of resources as required.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### **Job related requirements**

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In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

#### **Shapes and Manages Strategy**

The ability to understand the Department's values and objectives how they are relevant in assigned work, and to work under direct supervision to meet timelines and priorities.

#### **Achieve Results**

The ability to see tasks through to completion; rescheduling and reorganising work to reflect changes in priority. Applies own expertise to work tasks, learn new products and services and maintain accurate records and file.

**Builds Productive Relationships**

The capacity to responds under direction to changes in client needs and expectations, manage progress and keeps clients informed and provide prompt and courteous service, as well as the capacity to recognise the value of individual differences and work styles.

**Exemplifies Personal Integrity and Self-Awareness**

A demonstrated commitment to adhere to the Code of Conduct, behave honestly and ethically. Applies self to meet objectives, stay calm and professional under pressure, and provide accurate information to others. Provides accurate information, checks and confirms accuracy prior to release. Acknowledges mistakes and learns from them, and seeks guidance and advice when required.

**Communicates and Influences Effectively**

The ability to explain information using language appropriate to the client while limiting the use of jargon, listen and ask questions to ensure understanding and to confirm that the message has been understood and to discuss issues calmly.

**Role Specific Criteria**

- Ability to utilise word processing, spreadsheet and database programs, online purchasing systems and relevant reporting tools

**Special requirements/equipment**

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Nil

**Certification**

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

Superintendent

Signature: \_\_\_\_\_ Date: 01/07/2019

HR certification date: \_\_\_\_\_