

Leasing Officer

Finance Services

Position number	00039787
Agreement	Public Service and Government Offices CSA General Agreement 2017 (or as replaced)
Classification	Level 4
Reports to	Assets and Leasing Team Leader (Level 6)
Direct reports	Leasing Support Officer (Level 2)

Context

The Business and Customer Services (BCS) Directorate supports the objectives and outcomes of clients by providing value for money corporate services through skilled and motivated people. The BCS aims to deliver services within an environment of standardised systems and processes.

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Key responsibilities

Specialist Services

- Provides quality advice and support to internal and external stakeholders on a range of operational, legislative and procedural leasing matters.
- Facilitates the Department's Master Lease operations in accordance with the principles of best financial management practice and Departmental policy.
- Appropriate systems of consultation and negotiation are established to ensure master leasing controls are monitored for the Department.
- Ensures leases are undertaken in compliance with financial legislation, the Australian Accounting Standards and government policy directives including compliance with Statutory reporting requirements for leasing.
- Develop and maintain effective leasing and payment controls and accountability mechanisms.
- Develops information and systems to support senior school administrators and Departmental officers to provide advice and guidance on leasing processes and procedures and to ensure that leases are appropriate and cost effective.
- Manages the leasing database, including identifying new developments and enhancements and works closely with Information Communication and Technology (ICT) to implement these.

- Develops and oversees the appropriate systems and reporting to ensure that lessees are fully informed in a timely manner of the procedures relevant to the termination of lessees.
- Provides appropriate advice and guidance on the options available and processes for effectively terminating a lease.
- Undertakes a range of financial accounting and reporting activities relating to leases, including preparation of formal lease reconciliations, facilitating the production of a range of end-of-year reports and managing accounting requirements for motor vehicles via the leasing system.
- Investigates issues and problems arising from leasing arrangements and ensures that appropriate solutions are achieved.

Branch Support

- Ensures integrity of data and produces effective and timely reports.
- Supervises the Leasing Support Officer and delegates and manages the workload to ensure accurate recording and reporting of data and the provision of appropriate and timely advice.
- Manages the lease stocktake processes to ensure lease equipment is tracked and recorded accurately.
- Manages leasing in accordance with work priorities, deadlines and schedules.
- Manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental Policy.
- Monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Represents the Department and the Accounting team at internal and external meetings relating to leasing as required.
- Contributes to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Contributes to change management projects relevant to the Branch.
- Represents the Branch, as required, on Directorate committees and working parties.

Customer and Stakeholder Support and Liaison

- Liaises with suppliers and financiers to continuously review and develop processes and arrangements and negotiates appropriate and consistent arrangements and competitive rates for the Department.
- Maintains a focus on customer service delivery and continuous improvement of services.
- Develops and maintains effective communication links and working relationships with internal and external stakeholders to ensure access to diverse specialist knowledge that supports the management of a cost effective leasing function.

Selection criteria

1. Demonstrated sound understanding of and experience in applying accounting concepts, practices and financial reporting as they relate to leasing.
2. Demonstrated sound knowledge and application of the Financial Management Act 2006, Regulations and Treasurer's Instructions as related to the management and control of expenditure.
3. Demonstrated sound skills and experience in the development and use of spreadsheets and databases.
4. Demonstrated sound communication and interpersonal skills, including the ability to develop effective networks and working relationships, provide quality advice and negotiate effectively.

5. Demonstrated capacity to supervise others, manage workloads effectively and work independently with limited supervision.
6. Demonstrated sound conceptual and analytical skills.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 25 July 2019
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