



## POSITION DETAILS

**Position Title**

Finance Support Officer

**Position Number**

14257

**Classification Level**

Level 2

**Award/Agreement**

PSGOGA

**Division/Directorate**

Corporate Services

**Branch/Section**

Finance

**Physical Location**

140 William Street, Perth

**Effective Date**

21/03/2019

**Employment Type**

Permanent

Full time

## REPORTING RELATIONSHIPS

**Position reports to**

13785 - Finance Support Team Leader – Level 5

**Positions reporting to this position**

Nil

## PURPOSE OF THE POSITION

Assists the Finance Support Team Leader to meet the transactional finance management requirements of all portfolio agencies.



## ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

### MISSION

**Enlivened and successful  
communities and economy**

### VISION

**To facilitate lively communities and  
economy and the offering of outstanding  
and inclusive sporting and cultural  
experiences**

### VALUES

**Vision  
Excellence  
Diversity  
Leadership  
Integrity**

### DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

### DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

## DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

### **Finance Support**

- Process high volumes of transactions and ensure accuracy of processing in all finance modules.
- Process the Department and Portfolio Agencies accounts payable transactions.
- Process the Department and Portfolio Agencies accounts receivable transactions.
- Ensure that invoices are processed in accordance with tax legislation.
- Ensure vendor payment details in the Finance System match with the payment details on the invoice.
- Monitor the Accounts receivable mailbox and action as required.
- Prepare journals and submit for approval.
- Assist in providing the Department and Portfolio Agencies delivery of quality client service on accounts payable and/or accounts receivable requirements.
- Assist in the provision of financial management services to the Department and portfolio agencies.
- Liaise with suppliers and Departmental staff to ensure the supplier invoices are paid in a timely manner.

### **Communication & Relationship Management**

- Work effectively as part of the team, work productively with limited supervision and meet deadlines.
- Communicate openly and effectively and build good working relationships across all levels.
- Demonstrate high quality customer service to customers in a timely, courteous manner ensuring professional standards in timeliness and communication are adhered to.
- Participate constructively and positively within workplace teams to achieve tasks and assist the other Finance Officers where necessary.

### **Other Duties**

- Assist the Finance Support Team Leader to meet compliance and reporting requirements.
- Other duties as directed.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## WORK RELATED REQUIREMENTS

Essential Pre-employment requirements: e.g. qualifications, licences

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

### Essential

1. Demonstrated experience processing high volume accounts payable and accounts receivable transactions in a financial management branch. Understand basic accounting principles and procedures, particularly relating to accounts payable and accounts receivable.
2. Organisational skills with the ability to use initiative, work independently and meet deadlines.
3. Effective oral, written and interpersonal skills. Ability to work effectively with stakeholders, team members, other teams, colleagues and customers.
4. Demonstrated ability to provide effective professional customer service.

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Special Conditions

- A current (within six months) National Police Clearance Certificate will be required.

### Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.



**Training:**

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department’s AEDM within six months of appointment eg. duties required to undertake the role

## CERTIFICATION

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

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**Corporate Executive Representative Signature**                      Date (DD/MM/YYYY)

*I have read and accept the responsibilities of the Job Description Form.  
The position’s duties are to be performed in accordance with the Department’s Code of Conduct.*

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**Employee Signature**                      Date (DD/MM/YYYY)

<b>REGISTERED</b>	
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	
Initials: SD	Date: 12.09.2019