



Department of Finance
Corporate Services

Position Number 00024878

Senior Finance Officer

Position details

Classification level	4
Award/agreement	PSA
Organisation unit	FirstPoint Finance Payable & Receivable
Physical location	Perth Metropolitan Area
This role supervises (FTE)	0

Reporting relationships

Supervisor:

Position number	00024877
Position title	Finance Team Leader
Classification level	5

Our Values

Our people and our values are at the core of the actions, behaviours and decisions we make and shape everything we do at the Department of Finance.

- Inspiring and Influential
- Passionate and Committed
- Honest and Respectful
- Bold and Innovative

Keyword description

This position, located within FirstPoint Finance, performs activities which contribute to the delivery of specialist accounts payable, accounts receivable and cash management services on behalf of the Department of Finance.

Organisational context

The Department of Finance's vision is driving practical, cost-effective and quality outcomes across government to benefit Western Australians.

The Department of Finance encompasses a variety of businesses:

- Office of the Director General
- Strategic Projects
- Building Management and Works
- Government Procurement
- Office of State Revenue
- Strategy and Coordination
- Corporate Services

This role is positioned within **Corporate Services (CS)**. CS provides the whole of Finance and selected bureau support with essential support services and promotes leading business practices in the areas of Finance, Information and Communications Technology, Governance and Policy, and Human Resource Management including payroll.

Further information on Finance business units is available by visiting www.finance.wa.gov.au.

Work description

SPECIALIST SERVICES

Performs manual checks and compiles end-of-period reconciliation.

Oversees the processing of accounts payable and accounts receivable invoices, credit notes, reimbursements and related finance activities.

Facilitates the validation and payment of supplier and customer invoices.

Reconciles supplier and customer statements.

Investigates and provides advice in relation to the resolution of complex accounts payable, accounts receivable and cash management issues.

Provides advice in relation to these services.

Undertakes quality assurance of accounts payable, accounts receivable and cash management transactions.

OTHER

Enhances the reputation of the Department of Finance by delivering a professional quality service within a team environment.

Contributes to the delivery of a coordinated customer focused service by liaising with other work streams.

Supports the FirstPoint team by engaging in training and cross-skilling.

Contributes to the collection and sharing of knowledge, such as processes, procedures and troubleshooting.

Performs administrative functions to support the coordination of accounting period management activities.

Contributes to the development and continuous improvement of systems and processes.

Applies equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable and innovative workplace.

Performs other duties as directed.

Work related requirements

A clear demonstration of the Department's values is a prerequisite for appointments.

Essential:

Proven skills and knowledge of accounts payable, accounts receivable and cash management processes and procedures.

Well-developed oral, written and interpersonal skills with the ability to mentor, coach and support others.

Well-developed conceptual and analytical skills including the ability to provide advice on complex matters relating to the management of accounts payable, accounts receivable and cash management.

Sound planning and organisational skills with the ability to work in a team environment and autonomously.

Ability to identify and implement innovative solutions for continual improvement purposes towards the achievement of organisational goals.

Desirable:

Possession of, or progress towards, a relevant tertiary qualification and a commitment to self-development.

Pre-employment requirements

Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

100 point identification check; and

Criminal Records Screening clearance

Special equipment/requirements

NIL

Certification

Verified by: T.Jenkin, Senior HR Consultant

Classification Evaluation Date: 2014