



Leasing Administration Officer

Finance Services

Position number	00041064
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 3
Reports to	Leasing Officer (Level 4)
Direct reports	Nil

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.

The Finance Services Branch provides accounts payable, accounts receivable, maintenance of the Department's asset registers, credit card management, lease administration, debt recovery, general ledger and taxation services.

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Key responsibilities

Specialist Services

- Undertake daily administration of the Department's lease portfolio, including ensuring records associated with lease contract management are filed correctly to assist with mandatory financial reporting.
- Manage the lease database, including recording commencement, extension, variation and termination of lease contracts, and ensures it is accurate and kept up to date.
- Raise contract agreements made between lessee and lessor, including quality assuring documentation.
- Review new leases and licences for lease terms and conditions and develop processes to ensure key obligations are met by the Department and lessees.
- Manage the financial aspects of the leases, including recoups and payments.
- Assist with preparing lease payment arrangements in accordance with lease agreements.
- Monitor lease end dates and notify schools and staff of lease renewal dates.
- Develop reports to ensure key staff within Finance Services are kept updated with the status of the leases within the Department.

- Alert the Leasing Officer to issues, risks and potential breaches.
- Investigate contract variances to ensure lease arrangements are finalised in a timely manner.
- Undertake research that contribute to the development of parliamentary and ministerial responses.

Branch Support

- Provide support to the Leasing Officer in lease management to ensure processes and procedures comply with Departmental requirements and lease contract agreements.
- Participate in performance management activities to ensure development meets personal goals and business needs.
- Contribute 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.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on Directorate committees and working parties.

Customer and Stakeholder Support and Liaison

- Provide lease information and identification information for application on leased equipment to stakeholders, as required.
- Contribute to the development and maintenance of a strong working relationship with principals and managers across the Department.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders.

Selection criteria

1. Demonstrated understanding of accounting concepts and practices relevant to the management of leases.
2. Demonstrated skills and experience in accurately maintaining and monitoring key information.
3. Demonstrated ability to achieve outcomes and deliver quality products and services consistent with Department and school needs and defined quality expectations, including timeliness.
4. Demonstrated sound interpersonal and verbal communication skills to undertake consultation, collaboration, negotiation and build effective relationships with key internal and external stakeholders on commercial contracting issues.
5. Demonstrated sound written communication skills, including experience in contributing to reports, briefing papers and responses to Senior Executive and/or Ministerial/Parliamentary requests.
6. Demonstrated sound analytical and conceptual skills to provide innovative solutions to complex problems.

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 22 November 2020
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