



Job Description Form

Department of Justice Purpose

To provide a safe, secure and decent corrective services which contribute to community safety and reduced offenders' involvement in the justice system.

| | | |
|--|--|---|
| Position Title Finance Officer | | Special Conditions WWC |
| Effective Date October 2012 | Position Number 6490 | Level 3 |
| Division Corrective Services | Directorate Youth Justice Services | Branch Youth Custodial Services |

Divisional Outcomes

Reduce offending, protection of the community and guidance of young people who have offended towards the adoption of law abiding lifestyles.

Effective business systems and services that support the Department's success

Directorate Outputs

Young people who offend managed in the community
 Young people who offend managed in custody
 Prevention & Diversion Services
 Intervention Services

Branch Outputs

- Individual case management of young offenders in detention, on remand and on bail in the community.
- Provision of offender personal development programmes including psychological, developmental, education/recreational and health services.
- Advocacy on behalf of youth in detention.
- Community involvement/diversion.

Role of the Position

The Finance Officer is responsible for the effective administration of financial resources of the Centre.

Supervises a team that delivers a service to the centre. Coordinates the clerical support functions of the Centre to ensure best practice service delivery standards are met.

| | | |
|--|--|---|
| Position Title Finance Officer | | Special Conditions WWC |
| Effective Date October 2012 | Position Number 6490 | Level 3 |
| Division Corrective Services | Directorate Youth Justice Services | Branch Youth Custodial Services |

Responsibilities of this Position

The Finance Officer is required to undertake a portfolio of responsibilities allocated by the Coordinator that includes but is not restricted to:

- Credit Card Recoup
- Monitors and reports using Financial Systems
- Trust Account
- Payment and reconciliation of accounts
- Provide the Coordinator Finance & Facilities with figures and documentation to support the preparation of the annual budget and manage the processing of accounts.
- Control and report on expenditure for the Centre in accordance with Government and Department's policies.
- Control and ensure correct accounting standards are adhered to throughout the Centre in accordance with the Financial Management Act.
- Act as the Certifying Officer for all expenditure for the Centre, in accordance with the Financial Management Act.
- Supervise all financial transactions conducted throughout the Centre including gratuity payments, private cash and canteen operations
- Supervising allocated support staff and associated functions to ensure services are provided to the Centre

Finance Policy, Process and Procedures

- Ensures compliance with public sector finance standards and organisational policies and procedures.
- Researches financial issues, legislation, policies and procedures as required.
- Identifies financial issues and informs Coordinator of any non-compliance with standards, policy, procedure and legislation.

Customer Service

- Ensures delivery of quality advice, information and assistance to all internal and external customers.
- Advises management and staff on financial policy and procedures and liaises with Head Office where appropriate.
- Implements various processes ensuring compliance with organisational procedures

Resource Management

- Provides support to the Coordinator Finance and Facilities on operational financial issues.
- Monitors and reports on Centre performance in relation to the collection and analysis of statistics and preparation of financial information reports for senior management
- Assists the Coordinator Finance and Facilities in the preparation of information reports for business areas and corporate executive.

Information and Knowledge Management

- Prepares correspondence on behalf of the Coordinator Finance and Facilities
- Ensures the maintenance of filing and records systems for appropriate document control and retrieval.
- Assists the Coordinator Finance and Facilities through the collation and analysis of relevant reports and statistics.

Ethical Behaviour

Demonstrates ethical behaviour in accordance with relevant standards, values and policies.

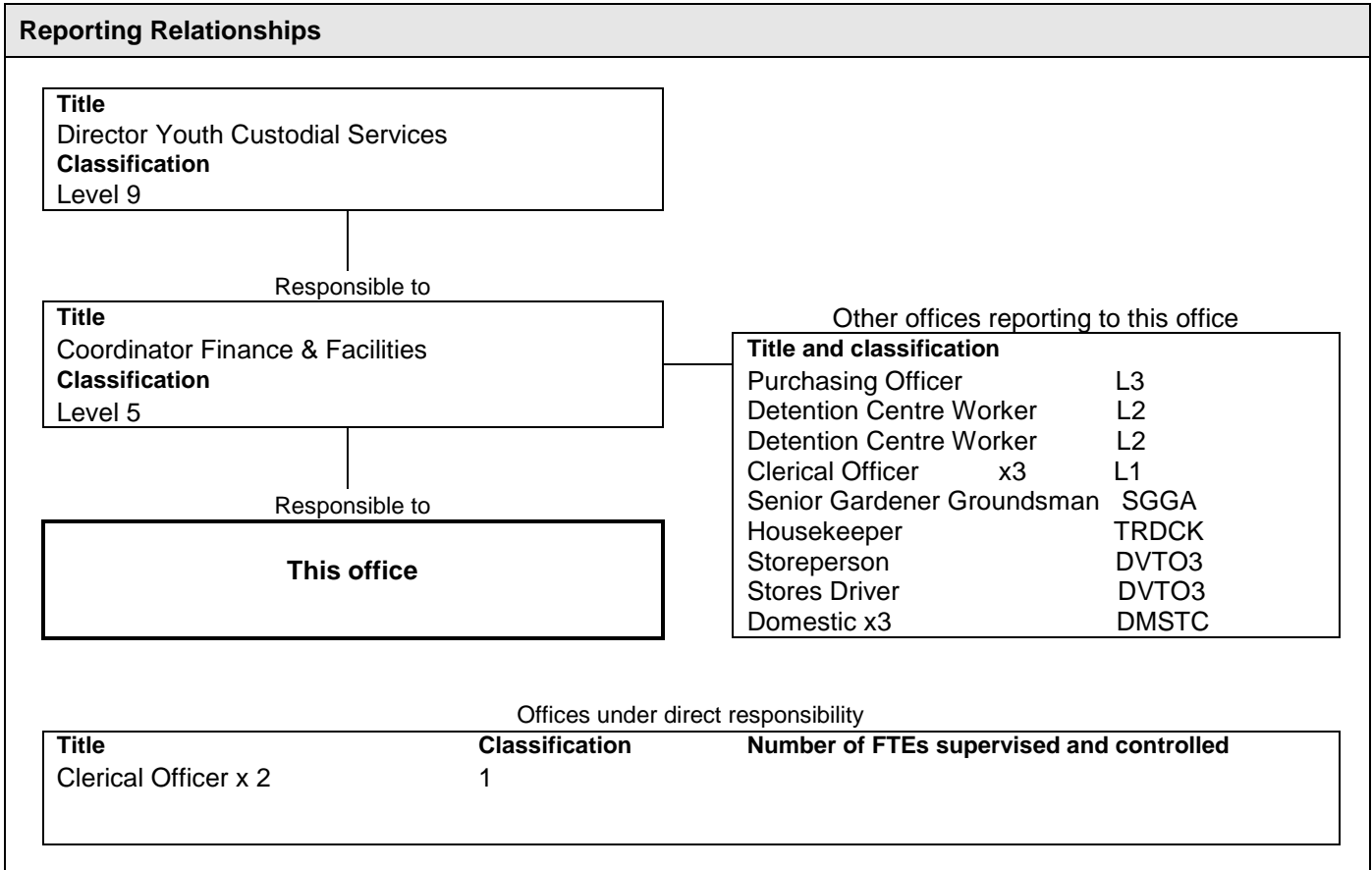
Other

Other duties as directed.

| | | |
|--|--|---|
| Position Title Finance Officer | | Special Conditions WWC |
| Effective Date October 2012 | Position Number 6490 | Level 3 |
| Division Corrective Services | Directorate Youth Justice Services | Branch Youth Custodial Services |

| Work related requirements (Selection Criteria) | Context within which criteria will be applied and/or general standard expected |
|--|--|
| Eligibility | <p>Current holder of or ability to obtain the relevant clearance under the Working with Children (Criminal Record Checking) Act 2004 (<i>the Act</i>).</p> <p>This position is identified under section 6 of the Act as "Child Related Work". Applicants must have a current Working with Children Check or be able to successfully apply for one to be eligible for appointment to this position.</p> |
| Essential | |
| 1. Knowledge and experience of financial management. | Practical application of financial practices within a public sector or similar environment including monitoring and reporting of financial information. |
| 2. Interpretation skills. | Interpret and applying financial legislation, policy and procedures. |
| 3. Communication and interpersonal skills. | Effective written, oral and interpersonal communication |
| 4. Organisational skills. | Effectively administering and coordinating numerous tasks, including setting work priorities to meet deadlines. |
| 5. Supervision | Effectively supervise staff through staff performance appraisal, developing and maintaining workplace teams. The ability to lead by example and model appropriate behaviours. |
| (NOTE: When applying for vacant positions, applicants are required to address the Work Related Requirements in the left-hand column only. The context and standards only provide general guidelines within which the Work Related Requirements will be applied). | |

| | | |
|--|--|---|
| Position Title Finance Officer | | Special Conditions WWC |
| Effective Date October 2012 | Position Number 6490 | Level 3 |
| Division Corrective Services | Directorate Youth Justice Services | Branch Youth Custodial Services |



| |
|--|
| Location and Accommodation |
| Location Canning Vale |
| Accommodation |
| Allowances / Special Conditions |
| The Contract of Employment specifies conditions relating to this position. |

| |
|--|
| Certification The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position. |
| Delegated Authority Approval |
| Signature |
| Date |