



Leasing Accountant

Finance Services

Position number	00040475
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 5
Reports to	Assets and Leasing Team Leader (Level 6)
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 a range of financial accounting and reporting activities relating to leases. This includes preparation of formal lease reconciliations, facilitation of monthly processes and the production of end-of-year reports.
- Provide comprehensive advice and support to stakeholders on a range of operational, legislative and procedural matters including termination of leases.
- Ensure leases are undertaken in compliance with financial legislation, Australian Accounting Standards and government policy directives, including statutory reporting requirements.
- Ensure Ministerial correspondence, parliamentary questions and general correspondence are attended to in a timely and informative manner.
- Maintain information systems to provide advice and guidance on processes and procedures to ensure cost effectiveness of leases.

- Undertake quality assurance processes to maintain effective leasing and payment controls, including accountability mechanisms.
- Manage the Departments leasing operations in accordance with the principals of best financial management practice, and Departmental policy.
- Investigate issues and problems arising from leasing arrangements and ensures that appropriate solutions are achieved.

Branch Support

- 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.
- Manage the lease stocktake processes to ensure lease equipment is tracked and recorded accurately.
- Establish and maintain effective working relationships with internal and external stakeholders, including representing the Department in meetings related to leasing.
- Provide assistance and support for special projects, as required.

Customer and Stakeholder Support and Liaison

- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintains effective communication links and working relationships to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated practical knowledge and experience in applying financial legislation, the Australian Accounting Standards and government policies related to leasing.
2. Demonstrated practical knowledge and application of the the Financial Management Act, Regulations and Treasurers Instructions as related to management and control of expenditure.
3. Demonstrated practical experience in financial analysis, database management and financial modelling.
4. Demonstrated well developed organisational skills that demonstrate an ability to work autonomously and in a team environment and deliver outcomes on schedule.
5. Demonstrated well developed communication and interpersonal skills, including the ability to consult and negotiate professionally build effective working relationships and effectively liaise with officers at all levels.
6. Demonstrated well developed conceptual and analytical skills with the ability to solve problems and use initiative.

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 28 May 2020
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