



## Job Description Form

### Finance Officer - Level 1 (DPC21009)

24 January 2023

**Division/Directorate**

State Services

**Branch/Section**

Financial Services

**Reports to**

Financial Transaction Officer

**Supervises**

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**Operational Context:**

The Financial Services Branch within Corporate Services ensures the Department meets all of its financial reporting obligations. This includes both internal and external reporting requirements.

**Role Overview:**

Prepares payments for certifying, inputs and processes invoices in the purchasing system.

**Role Responsibilities:**

- Reviews and processes suppliers' invoices for processing within Accounts Payable software.
- Reviews and processes sales invoices within Accounts Receivable software.
- Liaises with Department officers, vendors and customers in regards to invoices for processing.
- Review and certification of invoices for the payment run.

**Corporate Responsibilities:**

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the *Work Health and Safety Act 2020*.

**Role Specific Requirements and Capabilities**

(The experience, qualifications and behaviours required to fulfil the role)

- Ability to process sales invoices and creditor transactions with accounting software.
- Sound ability to communicate in English, and good interpersonal skills.
- Ability to work within a small team.
- Experience in using the debtors and creditors modules within a Financial Management Information System.

**Pre-Employment Requirements**

To be eligible for permanent appointment to the Department, employees must be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments require a valid work visa for the duration of the entire employment contract.

Appointment is subject to:

- 100-point identification check; and
- Criminal Records Screening Clearance

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Certification

Director Signature: *SBODMI*

People Services: *Carly Vincent*

Date: *30.1.2023*

Date: *30.01.2023*