



Finance Officer

Finance Services

Position number	Generic
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Various - dependant on allocated portfolio
Direct reports	May supervise one or more positions dependant on portfolio allocated

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

The Finance Officer is assigned a range of portfolio responsibilities that require them to work across a range of activities within their skills range so as to ensure that appropriate accounting transactions are undertaken in a timely and accurate manner. The portfolios include but are not limited to:

Portfolio Services

Credit Cards

- Provide purchase card administration, monitoring, reporting and support to schools and central service.
- Analyse data to ensure compliance with government legislation and accounting policies and procedures.
- Monitor and provide data for monthly reports on progress against key performance indicators.

Ledger Accounting

- Monitor financial transactions in the finance and accounting system and reconcile general ledger accounts, including end of month procedures.
- Prepare, authorise and process financial transactions, including journal transfers and salary and superannuation transactions and other statutory returns.
- Liaise with, assist and provide information to internal and external stakeholders.

Lease Administration

- Undertake daily administration and associated liaison of the Department's lease portfolio.
- Initiate new leases for goods and services over \$5,000.
- Obtain Department of Finance approvals for goods or services exceeding \$250,000.
- Coordinate the lease database, systems and associated issues.
- Raise contract agreements and other documents 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.
- Coordinate the accounting, financial and reporting aspects of leases.

Debt Recovery

- Negotiate recovery of confirmed overpayments and general debts in accordance with relevant industrial instruments, legislation and Department procedures.
- Provide input to debt recovery processes, procedures and policies.
- Coordinate the net pay returns process.
- Monitor and refer long term debt collection proceedings to debt collection agencies and track progress.
- Ensure that debt recovery processes and procedures comply with legislation and policy.

Accounts Receivable

- Prepare end of period reconciliations of accounts.
- Ensure the timely processing of accounts and clearance of deposits.
- Ensure revenue is processed in accordance with legislation, the *Financial Management Act 2006*, Regulations, Treasurer's Instructions and Department policies and instructions.
- Assist the Taxation team in the preparation of Business Activity Statements.
- Oversee the regular maintenance of the debtors' database and assist in the preparation of reports.

Taxation Support

- Prepare end-of-month fringe benefits tax reports.
- Prepare end-of-month goods and services tax reports.
- Reconcile various fringe benefits and maintain the relevant register for end-of-year requirements.
- Review motor vehicle taxation information in preparation for FBT end-of-year requirements.
- Assist in the preparation of the Business Activity Statement for review and submission to the Australian Taxation Office (ATO).

Fixed Assets

- Record the acquisition, transfers, disposals and depreciation in accordance with accepted accounting practice.
- Assist in the maintenance of policy, procedures, system controls and accountability mechanisms to ensure best practice in asset management.
- Assist with preparation of asset write-off submission and supporting documentation for the Director General and Minister as required.

Branch Support

- Provide supervision to staff directly reporting to the position dependent upon portfolio allocation.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Education Business Services 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

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

Selection criteria

Job Specific Criteria

1. Demonstrated knowledge and experience in the application of legislation, including Goods and Services Tax, Fringe Benefits Tax, *Financial Management Act 2006*, Treasurers Instructions, government accounting policies and procedures and the Australian Accounting Standards.
2. Experience in an accounting environment within a medium to large organisation, including demonstrated knowledge and understanding of computerised financial accounting systems and proficiency in the use of spreadsheets and databases.

Capability Criteria (see the Education Business Services, Department of Education Learning and Growth Framework for more detailed information)

3. Demonstrated ability to think strategically by researching, analysing and applying information to complete tasks whilst assisting colleagues in times of change and uncertainty.
4. Demonstrated ability to achieve results by successfully planning and coordinating work activities, assisting others to understand expected outcomes and contributing to the development of team workplans and goals.
5. Demonstrated ability to communicate and influence by clearly communicating instructions and technical information, seeking input from others and resolving issues in discussion with other staff and stakeholders.
6. Demonstrated ability to exhibit professionalism and drive by successfully taking ownership of tasks and processes, adapting skills to new situations and embracing challenges.
7. Demonstrated ability to build and sustain productive relationships by assisting others, resolving complex customer issues, identifying trends in customer service needs and suggesting improvements.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

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