

Job Description Form

Procurement and Finance Officer

Position Number: 15202	Classification Level: Level 5
Directorate: Corporate Services - Finance	Agreement: Public Sector CSA Agreement 2024
This Position Reports To: Senior Budget and Finance Analyst – 12837 – Level 6	
Positions Reporting to this Position: Nil	

OUR VALUES AND BEHAVIOURS

Your work habits and behaviour contribute to a harmonious, safe and productive work environment. Behaviours of State Library staff align with our values:

Community Focused	Provide high quality services based on community need.
Responsive	Make informed, timely decisions and communicate them clearly.
Respectful	Value others and respect their differences.
Accountable	Hold ourselves to account for the work we do.
Innovative	Strive for excellence by being open to new ideas and embrace opportunities for improvement.

OUR CORPORATE RESPONSIBILITIES

Model, promote and demonstrate a genuine commitment to the State Library's organisational values.
Adhere to the Public Sector Code of Ethics and Library Code of Conduct.
Act safely and in accordance with the State Library's Occupational Health and Safety Policy and Procedures.

ROLE OF DIRECTORATE

Corporate Services supports the organisation in the areas of financial management and budget planning, people and culture services, record management and risk management. The team is also responsible for the management and coordination of the Alexander Library and its facilities for the use of the Western Australian community. Some information and communication technology services and human resources services, building maintenance services, payroll and financial processing are provided in collaboration with the Department of Local Government, Sport and Cultural Industries.

ABOUT THE ROLE

This position develops and manages low to medium risk contracts and provides advice to key stakeholders at the State Library. This includes preparing draft procurement and contract management plans, routine tenders, and tender evaluation, and assisting with other contract development and contract management projects.

This role supports the efficient operations of asset management, purchasing, accounts payable, and corporate credit card processes, and provides support in the delivery of financial services in accordance with approved accounting, procurement and legislative frameworks.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Develops and manages low to medium risk contracts including procurement, tender/quotation documentation, and contracts register in consultation with State Library staff and DLGSC Procurement whilst maintaining current information on Tenders WA for the State Library WA.
2. Facilitates tender evaluations and prepares tender evaluation reports and contract documentation.
3. Provides advice on contract development and management including extensions, variations and requests for exemptions.
4. Maintain the contract management procedures which ensure the accountability and integrity of the contract management process.
5. Maintains awareness of contemporary issues/trends relating to procurement and contract management.
6. Assists in the preparation, consolidation, and analysis of monthly financial reports, including supporting reconciliations for accounts payable, accounts receivable, and corporate credit cards.
7. Prepares relevant journal entries as required and ensures accurate reflection of revenue from various funding sources in the FMIS.
8. Supports the preparation of the monthly cash management report in consultation with senior finance staff.

9. Coordinates vehicle management with State Fleet and Fleetcare, ensuring compliance to government policy.
10. Updates the Finance system with new or disposed assets and assists in annual stocktaking.
11. Maintains corporate credit card compliance with policy requirements, ensuring accurate entry of credit card transactions into the financial system, maintaining the online system, and providing advice to staff for SLWA.
12. Coordinates KPI's – verifies data used to determine KPIs outcomes, coordinates variance commentary and prepares reporting.
13. Performs other duties as required.

ESSENTIAL WORK RELATED REQUIREMENTS

Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of this position:

Essential:

Role Specific

- Demonstrated experience in contract development, evaluation and management.
- Experienced in development and implementation of procurement systems and processes within a government framework, including creation of procedures, processes and reports.
- Demonstrated ability to prepare procurement documents and also guide staff through the procurement and contract process.
- Demonstrated experience supporting financial reporting processes through preparation of reconciliations, journal entries, and data analysis to assist in the production of monthly and year-end reports. You will have the ability to monitor budget allocations and expenditures and assist in preparing financial summaries for internal use and reporting purposes.
- Ensures compliance with relevant Acts, Policies and Guidelines related to procurement.

Shape and Manage Strategy

- Demonstrated research and analytical skills with the ability to provide strategic advice.
- Understands strategic objectives, trends and factors that may influence work plans and goals
- Assesses the impact of any proposed changes and ensure the accuracy, validity and integrity of procurement systems for reporting and auditing requirements.

Achieve Results

- Demonstrated negotiation and problem solving skills and proven ability to apply initiative to effectively manage non-routine and complex issues.
- Supports the CFO with projects and tasks when required.
- Demonstrated well developed organisational skills, with the ability to manage priorities to meet deadlines.
- Provides proactive and timely advice to management.

Builds Productive Relationships

- Develops and maintains positive relationships, including liaising and consulting with a variety of individuals and stakeholders.
- Works effectively both autonomously and as part of a team environment.

Communicates and influences effectively

- Demonstrated communication and interpersonal skills, including the ability to adapt messages to suit the intended audience and negotiate confidently.
- Raises awareness of the procurement process with all staff.
- Liases with external agencies, including the Department of Finance, Riskcover and other relevant agencies with respect to procurement and other compliance requirements.

Exemplifies personal integrity and self-awareness

- Demonstrated professional qualities including discretion, confidentiality and flexibility while performing duties.
- Adheres to the Code of Conduct and behaves in an honest, professional and ethical way

Desirable:

- Public sector expertise, including demonstrated understanding of government procurement policies, guidelines and practices.
- Demonstrated experience in financial accounting services using financial management information systems.

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Right to Work in Australia
2. Successful Criminal Record Screening Clearance

SPECIAL CONDITIONS

Special conditions of this position:

1. Nil

CERTIFICATION

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

Position Title: Director Corporate Services	Name: Pauline Vukojevic	Date: 14/04/2025
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REGISTERED

State Library of Western Australia

INITIALS: OB DATE: 16/04/2025