# Job Description Form – Finance Support Officer

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| **Position number:** | Generic | **Classification:** | Level 2 |
| **Division:** | Capability Performance | **Branch/section:** | Finance |
| **Reports to:** | 14445 – Finance Support Team Leader | **Direct reports:** | Nil |

## Position details

## Position purpose

Assists the Finance Support Team Leader to meet the transactional finance management requirements of the Department and all Portfolio Agencies.

## Context

The Office of the Deputy Director General — Capability and Performance provides executive and administrative support to the Deputy Director General. The Capability and Performance portfolio includes:

* Corporate Communications
* Corporate Services
* Strategy and Performance Accountability
* Legal Services
* State Records Office.
* Finance

## Responsibilities

1. Process high volumes of transactions and ensure accuracy of processing including accounts payable and accounts receivable.
2. Ensure that invoices are compliant in accordance with tax legislation.
3. Ensure vendor payment details in the Finance System match with the payment details on the invoice.
4. Assist in providing the Department and Portfolio Agencies delivery of quality client service on all financial management, accounts payable and accounts receivable requirements.
5. Work effectively as part of the team, work productively with limited supervision to help team achieve required timeframes.
6. Communicate openly and effectively to build good working relationships with both staff and clients.
7. Perform any other duties as assigned or necessary to support the objectives of CITS.
8. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
9. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
10. Perform any other duties as assigned or necessary to support the objectives of CITS.

## Selection criteria

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

## Essential

1. Demonstrated experience using Financial Management Information Systems and accurately processing large volumes of transactions
2. Demonstrated knowledge of accounts payable, accounts receivable and transactional procedures.
3. Sound organisational skills, demonstrating the ability to prioritise and meet all deadlines in an accurate manner.
4. Sound verbal, written and interpersonal communication skills with the ability to build and maintain effective working relationships and liaise with individuals at all levels, internally and externally.

## Leadership expectations

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Personal Leadership** context.

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

## Special Conditions

Other conditions specific to this role are:

* Nil

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| Registration date | 25 July 2025 |