

# Finance Operations Coordinator

## Statement of duties

Position number	724103
Location	Hobart
Division	Budget and Finance
Branch	Government Finance and Accounting
Section	Operations
Award	Tasmanian State Service Award
Classification	General Stream, Band 4
Immediate supervisor	Assistant Director
Employment conditions	Permanent
Hours per week	Flexible up to 36.75 hours

### Branch responsibilities

The primary responsibilities of the Branch are to:

- develop and communicate financial management policy and practices throughout the public sector;
- develop and provide advice on whole-of-government superannuation policy and the provision of budgeting and financial management support;
- maintain the financial records of the Public Account, including financial and statistical reporting and management of Treasury's departmental and whole-of-government financial activities; and
- manage State financial assets and borrowing activities.

## Position objective

The key function of this position is to provide operational support to and coordinate the Financial Operations team and functions. The Finance Operations team is responsible for the accounts receivable, accounts payable, daily cash management and specialist clerical services of the Department.

In the context of the selection criteria, to be successful in the position applicants will have:

- sound knowledge of basic accounting principles and experience in general ledger reconciliation and preparation;
- demonstrated experience supervising a team with a strong people focus and the ability to achieve high standards of quality;
- high level knowledge of the Treasurer's Instructions and applicable guidelines and instructions relating to financial operations or the demonstrated ability to rapidly acquire legislative and procedural knowledge;
- the capacity to organise, prioritise, schedule and deliver output with a stakeholder focus; and
- good verbal and written communication skills, including the ability to interact positively in a team environment.

## Primary duties

The Finance Operations Coordinator's primary duties include:

- supervising the day to day operations of the Financial Operations team to ensure a timely and accurate service is provided to the branch's clients and external requirements and deadlines are met;
- providing supervision, training, coaching and technical support to the Financial Operations team members;
- preparing and processing transactions accurately and in a timely manner;
- undertaking general accounting functions including the reconciliation of accounts;
- administering Unclaimed Money retained within Treasury including:
  - maintaining the Unclaimed Monies database and assessing claims for payment; and
  - ensuring compliance with the *Unclaimed Monies Act 2015* including advising claimants and financial institutions about Unclaimed Monies.
- assisting with day-to-day investment/borrowing activities for the Public Account including establishing the daily cash position;
- responding to client queries on accounts processing activities, including first point of contact for the team's issues investigation and resolution;
- promoting a client/customer service focus on all daily activities undertaken;
- assisting with the maintenance of the Processing Team Procedures Manual; and
- undertaking project work and other tasks applicable to the Branch's responsibilities.

### **Level of responsibility, direction and supervision**

The Finance Operations Coordinator requires an understanding of operational guidelines, systems and processes and will receive general direction from the Assistant Director to achieve the required outcomes. The Finance Operations Coordinator co-ordinates and integrates operational functions, interpreting the decision-making framework within which the work activity occurs to resolve complex operational issues. The Finance Operations Coordinator may also supervise a small team of employees, including instruction, guidance and mentoring.

Supervisors are responsible for monitoring the work practices and behaviour within their area to promote compliance with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; the policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

## Selection criteria

*Relative merit of candidates for this position is assessed using the following selection criteria:*

### 1. Communication

Demonstrates capacity to: prepare all documentation with good accuracy and drafts of information that require interpretive ability; clearly and succinctly convey ideas and information, including to present a case in support of recommendations; and interpret and explain complex operational matters.

### 2. Output management

Demonstrates capacity to: plan organise, schedule, prioritise and complete assigned tasks within own area of responsibility; and contribute to and deliver outcomes with a client focus.

### 3. Conceptual, analytical and judgement

Demonstrates capacity to: exercise judgement in applying policies, rules and regulations; make timely and accurate decisions and resolve complex operational challenges; and provide operational advice using well developed expertise.

### 4. Leadership and people skills

Demonstrates capacity to: guide and instruct staff in relation to systems and procedures; work effectively in a team and share ideas to improve practices, systems or processes; and behave in alignment with Treasury's Values.

### 5. Technical and professional\*

Demonstrates knowledge, skill and ability in relation to the role or the capacity to rapidly acquire competency.

*The above selection criteria are weighted equally for assessment purposes.*

### \* Qualifications and requirements

Desirable – Diploma or Advanced Diploma, completion, or partial completion, of relevant tertiary qualifications.

**Approved: Susan Peterson, Acting Director**

**Date: 18 November 2022**

*For further information please email [recruitment@treasury.tas.gov.au](mailto:recruitment@treasury.tas.gov.au), or visit [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)*

## Working at Treasury

We are responsible for managing the Tasmanian Government's financial resources and for implementing strategies to achieve the Government's economic and financial objectives. Treasury is a challenging and exciting place to work. Our mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government as well as effective and efficient administration of our financial and regulatory responsibilities.

Treasury is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Treasury a great workplace. Our decisions and behaviours are guided by the following values and belief statements:

- **Integrity** as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** as it challenges us to give our best and brings us recognition;
- **Respect** as it recognises the value of each of us and the contribution we all make;
- **Camaraderie** as it creates a fun and supportive place to be; and
- **Passion** as it inspires us to achieve great things.



## Treasury employment conditions

All roles at Treasury can be undertaken flexibly (up to the hours specified) and we will readily consider proposals to reduce hours or to undertake the hours flexibly or with an altered work pattern. We are interested in developing our staff and supporting them to be the best they can be.

We are an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make to our organisation. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training. Our workplace has a culture of zero tolerance towards violence against women, and towards any form of family violence.

Treasury seeks to provide a healthy and safe workplace for all employees and the Department has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. Treasury is a smoke free work environment.

Treasury is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*).