



Position Description

Award	Port Arthur Historic Site Management Authority Award
Classification	General Stream, Band 2
Position Title	Finance Officer
Employment Status	Permanent Full Time/ Part Time
Hours of work per week	
Division	Finance and Administration
Position Reports to	Accountant/Assistant Accountant
Location	Port Arthur (Head Office) and Hobart, Tasmania Flexible work arrangements will be considered, if appropriate and possible.

It is strongly recommended when applying for positions with the Port Arthur Historic Site Management Authority (PAHSMA) that the Position Description is read in conjunction with the Information for Applicants document.

Position Overview

As a key part of a busy client focused team undertake accurate, efficient, and timely processing of transactions and reconciliations, principally in relation to accounts receivable. Seek opportunities for continuous process and service improvement.

Key Deliverables (Statement of Duties)

Work is performed under general direction to achieve the required outcomes. Within the scope of the role, flexibility, innovation and initiative are expected in providing alternative solutions to operational issues and challenges.

- Receipt payments and code to the correct accounts in the accounting software
- Reconcile the operating bank account with the general ledger daily and reconcile debtor and related clearing accounts
- Issue debtor invoices
- Undertake efficient and timely follow up of outstanding debtor payments
- Support the Accountant with accounting tasks including journals and credit card processing
- Maintain filing and archiving requirements as per policies and procedures
- Perform general office duties, including but not limited to, processing the mail, answering the telephone and/or in person queries
- Identify areas for process improvement, develop solutions and oversee their implementation
- Assist with accounts payable processing as required

- Produce charts and other Excel spreadsheet reports
- Ensure that PAHSMA complies with legislative requirements, established frameworks, performance measures and reporting requirements and follow filing and archiving requirements.
- Provide advice and foster productive working relationships with colleagues, clients and a range of vendors and stakeholders.
- Contribute to building and maintaining a positive, collaborative, respectful, supportive and high performance workplace culture across the team.
- Other duties as required and directed from time to time.

Duties should be reviewed and updated periodically to reflect changes in the role and to align with priorities.

Capabilities & Attributes (Selection Criteria)

The below criteria outline the key skills, knowledge, experience and attributes required to successfully fulfil the responsibilities and duties of the position. They also provide a measure against which candidates will be evaluated throughout the selection and appointment process and enable PAHSMA to assess the overall and comparative suitability of candidates.

1. Knowledge of and experience with accounts receivable, bank reconciliations and general accounting concepts
2. Proficiency in the use of accounting software, Microsoft Excel and general IT use.
3. Good communication and interpersonal skills, the ability to work in a team environment and to interact and negotiate effectively with diverse people and groups.
4. Demonstrated ability to be well organised, multitask, prioritise workloads and meet deadlines.
5. Proven ability to problem solve and exercise initiative, flexibility, sound judgement and creativity to provide solutions to operational issues and challenges.

Essential Requirements

Desirable Requirements

- Certificate in Business or similar

Working in our team

Our work supports and enhances the financial well being of PAHSMA. Everyone in our team makes an important contribution to supporting the conservation, protection and sustainability of our heritage sites. We are a small team but our work is big on variety as we actively support and advise managers on a wide range of finance, accounting and business issues. Our clients are always at the centre of what we do and it is important that we support and enable them to succeed. We keep our clients informed on our progress and seek feedback to ensure their needs are met.

Maintaining positive and productive working relationships is important to us. Every job in our team is connected. We encourage participation in team discussions and contributing ideas for improving our work practices. Team work, good communication and collaboration, initiative, flexibility and a can do approach are key to our success. To sustain our team work we recognise the importance of conversations, being open and looking out for each other. Treating everyone with respect is a key value for our team. We support each other by stepping up and sharing the load. We are self-motivated and hold ourselves accountable for our actions.

Assessing candidates

The position overview and deliverables, capabilities and attributes outline the key skills, knowledge, experience, behaviours and attitudes required to successfully fulfil the responsibilities, duties and expectations of the position. They also provide a measure against which candidates will be evaluated throughout the selection and appointment process and enable PAHSMA to assess the overall and comparative suitability of candidates.

Working at PAHSMA

About Us

[Port Arthur Historic Site Management Authority \(PAHSMA\)](#) is responsible for the conservation and development of visitor experiences at three of the eleven sites which make up the UNESCO Australian Convict Sites World Heritage Property inscribed in 2010.

The [Port Arthur Historic Sites](#) are important places of outstanding heritage value at local, state national and international level. They form part of the Australian Convict Sites World Heritage Property and are major Tasmanian tourist attractions, which receive visitors from all walks of life and all parts of the world.

Our three sites are located in southern Tasmania

- Port Arthur Historic Site
- Coal Mines Historic Site, Saltwater River
- Cascades Female Factory, Hobart

The sites tell unique aspects of the global story of forced migration of convicts by the British Empire. They help Australians and international visitors to understand the history of Australia – from the ongoing custodianship of the Palawa people before, during and after invasion, through the colonial period and convictism to the terrible events of 1996 that occurred at Port Arthur.

Our sites are important places for our communities to talk about and understand our complex history and build a better understanding for the future. They are places of history, learning and conversation – and they belong to the people of lutruwita/Tasmania, Australia and the world.

We are known as experts in conserving our heritage and convict history – and we share this deep knowledge with visitors and the world.

Read our [2023-28 Strategic Plan](#) to find out more.

Port Arthur Historic Site Management Authority recognises the deep history and culture of lutruwita/Tasmania. We acknowledge the Palawa people, the traditional owners of the Land upon which we work. We acknowledge and pay our respects to all Aboriginal Communities – all of whom have survived invasion and dispossession and continue to maintain their identity and culture.

Our Expectations

PAHSMA People must meet high standards of behaviour and conduct and align with the organisation's requirements and expectations, including but not limited to those outlined in this PD.

PAHSMA does not tolerate discrimination, harassment, sexual harassment, bullying or victimisation in the workplace or toward colleagues anywhere at any time. We have a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

PAHSMA expects everyone to:

- understand and comply with all policies, procedures, standards and reasonable directions including in relation to the *Port Arthur Historic Site Management Authority Award*, the *Port Arthur Historic Site Management Authority Act 1987*, and our Emergency Management Plan;
- take reasonable care to protect the safety, health and welfare of self and others in the workplace including by adhering to occupational health and safety legislation and requirements including but not limited to: exercise reasonable care in the performance of duties; comply with all Work Health & Safety (WHS) policies, procedures and requirements; report and document all accidents/incidents; and, be aware of procedures in the Emergency Management Plan;
- model a high standard of ethical and respectful behaviours and attitudes consistent with PAHSMA Values and Tasmanian State Services Principles and Code of Conduct, PAHSMA policies and expected professional standards; and contribute towards a positive and result focussed workplace culture and visitor experience;
- support diversity and inclusion and uphold the principles of fair and equitable access to employment, promotion, personal development, and training;
- participate actively and constructively in performance management and professional development activities; and be agile, resilient and willing to take on new activities as needs, jobs and workplaces evolve.
- ensure the Sites are presented to the highest standard, to support the protection of the heritage fabric of the sites against vandalism or damage.

Our Values



Unity

We work as one to achieve PAHSMA's Vision and Purpose



People Matter

We acknowledge and show respect to our people – past, present and future



Accountability

We hold ourselves, and each other, accountable for our actions and behaviours



Passion & Pride

We are committed to being world class

Endorsed by Head of People & Culture		Approval by CEO	
Date:		Date	

Version Control			
Position Number/s	Date of original version	Version Number	Date of this version

General inquiries	Email recruitment@portarthur.org.au or visit portarthur.org.au
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