

## FINANCE OFFICER

<b>Award:</b>	<i>Port Arthur Historic Site Management Authority Award</i>
<b>Classification:</b>	General Stream Band 2
<b>Employment Status:</b>	Permanent Full-Time
<b>Location:</b>	Port Arthur Historic Site
<b>Department</b>	Finance and Administration

### Position Objective:

Undertake accurate, efficient and timely processing of transactions and reconciliations, principally in relation to accounts receivable, in accordance with established policies and procedures and State and Commonwealth Government legislation.

### Assigned Primary Duties:

- Reconcile Port Arthur Historic Site Management Authority's (PAHSMA) daily takings, process daily summaries, receipt payments and prepare and process banking
- Complete monthly reconciliation requirements including bank statements, invoices, receipts and general ledger accounts
- Undertake efficient and timely follow up of outstanding debtor payments
- Support the Accountant with monthly and annual accounting requirements including information for financial statements and audits
- 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
- Undertake other tasks and duties as directed by the Chief Financial Officer and/or Accountant

### Level of Responsibility:

The Finance Officer is responsible for providing an efficient and effective service through the timely and accurate processing of all transactions and reconciliations. The incumbent is expected to set work priorities while exercising limited discretion to effectively achieve task completion within appropriate timeframes. The incumbent is responsible for attendance to duties in a cooperative and professional manner, participation in regular team meetings and maintenance of a cohesive team structure, compliance with PAHSMA's policies and procedures and for showing diligence in punctuality and attendance.

Regular liaison is required with other team members, internal and external stakeholders and the incumbent is expected to be courteous and well presented at all times. The incumbent is also responsible for appropriate use of tools, equipment and resources. The incumbent has a responsibility to demonstrate willingness to participate in staff development activities and to continue to update knowledge and skills associated with their employment at PAHSMA.

Positions at this level involve the following Work Health & Safety responsibilities:

- To exercise reasonable care in the performance of duties consistent with the relevant legislation
- Comply with all WHS and PAHSMA policies and procedures
- Report and document all accidents/incidents
- Awareness of procedures in PAHSMA's Emergency Management Plan

**Direction/supervision received:**

The Finance Officer reports to the Accountant. The incumbent is required to exercise judgement in the choice of work methods, in prioritising tasks and in the application of skill in selecting the appropriate course of action. Independent decision-making and initiative regarding the planning and completion of tasks and achievement of outcomes is expected to increase with experience in the role.

**Vaccinations/Health Surveillance:**

The following is recommended for this position:  
Nil

**Qualifications and Requirements:**

**Desirable**

- Certificate III in Business or Accounting

**Knowledge and Skills (Selection Criteria)**

1. Sound computer skills particularly involving the use of accounting software, word processing, spreadsheets and databases
2. Experience, or the ability to rapidly acquire knowledge, in undertaking general ledger journals at month end
3. Good interpersonal, written and verbal communication skills including the ability to effectively communicate with staff and stakeholders at all levels
4. The ability to work either independently or as a member of a team and exercise initiative, judgement, discretion and sensitivity in the workplace
5. Demonstrated ability to be well organised, prioritise own work to meet deadlines
6. The capacity to understand and solve problems by referring to established procedures and to refer unusual requirements to the Accountant

**Working Environment:**

The Port Arthur Historic Sites are important places of outstanding heritage value at local, state, national and international level. The Port Arthur, Coal Mines and Cascades Female Factory Historic Sites are among eleven historic places that together form the Australian Convict Sites World Heritage Property. They are major Tasmanian tourist attractions, which receive visitors from all walks of life and all parts of the world. All PAHSMA employees have a responsibility to ensure the Sites are presented to the highest standard, to support the protection of the heritage fabric of the sites against vandalism or damage and to comply with the direction of the *Port Arthur Historic Site Management Authority Act 1987* and the *Port Arthur Historic Sites Statutory Management Plan 2008*.

The Port Arthur Historic Site Management Authority is committed to high standards of performance in relation to Occupational Health and Safety and Diversity Management. All employees are expected to participate in maintaining safe working conditions and practise and promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

## Our Vision

PAHSMA is globally recognised for excellence in telling the Australian convict story through outstanding conservation and tourism experiences.

## Our Purpose

To conserve and enhance the heritage values of our world heritage convict sites and to share the stories of these places and the people connected to them.

## Our Core Functions

- Creating a unique, enjoyable and interactive visitor experience
- Practicing excellence and expertise in conservation and tourism management
- Valuing our people
- Ensuring our financial viability
- Considering our communities

## Our Values

- **Unity** – We work as one to achieve PAHSMA's Purpose
- **Accountability** – We hold ourselves, and each other, accountable for our actions and behaviours
- **People Matter** – We acknowledge and show respect to our people – past, present and future
- **Passion and Pride** – We are committed to being world class

The Port Arthur Historic Site Management Authority is a smoke-free working environment and, as such, smoking is prohibited in the workplace including the grounds and PAHSMA vehicles. The working environment of the Port Arthur Historic Site Management Authority is governed by:

## State Service Principles

The State Service Principles (the Principles) are contained in section 7(1) of the *State Service Act 2000*. Section 8 of the Act requires Heads of Agency to uphold, promote and comply with the Principles and section 9(13) of the Act requires employees to behave at all times in a way that upholds the Principles.

The Principles are a core element of the State Service and represent the minimum responsibilities of officers and employees. Employees should familiarise themselves with the Principles and must work to ensure the Principles are embedded into the culture of the Authority and that the Principles are applied to all Authority decision-making and activities.

## Code of Conduct

The State Service Code of Conduct (the Code) is contained in section 9 of the *State Service Act 2000*. It complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service. The Chief Executive Officer of the Port Arthur Historic Site Management Authority has legislative authority to investigate an allegation of a breach of the Code and to impose a sanction where a breach has been determined.

The *State Service Act 2000* and Employment and Ministerial Directions can be found on the State Service Management Office website at [http://www.dpac.tas.gov.au/divisions/ssmo/employment\\_directions](http://www.dpac.tas.gov.au/divisions/ssmo/employment_directions)

Carol Armstrong

HUMAN RESOURCES MANAGER

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Certified Correct

Date ... / ... / ...



PORT  
ARTHUR  
HISTORIC  
SITES

Stephen Large  
**CHIEF EXECUTIVE OFFICER**

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Approved / Not approved

Date ... .. / ... .. / ...