

Statement of Duties

Department of Premier and Cabinet

As at 11 January 2018

Position title:	Financial Analyst
Position number:	002552
Award/Agreement:	Tasmanian State Service
Classification level:	General Stream – Band 5
Division/branch/section:	Corporate and Culture / Financial Management Services
Full Time Equivalent (FTE):	1.0
Location:	Hobart
Position status:	Fixed-Term
Ordinary hours per week:	36.75
Supervisor:	Manager Finance

Agency/Department values:

DPAC values underpin our culture and guide our decision making and behaviour. Our values are:

Excellence

We strive for excellence at all times.

Customer-focused

Our customers are at the centre of what we do and how we do it.

Working together

We support and respect one another and work with others to achieve results.

Being professional

We act with integrity and are accountable and transparent

For more information about DPAC visit www.dpac.tas.gov.au

Division profile:

Financial Management Services provides finance and budget services to the Department and Ministerial and Parliamentary Support.

These services range from strategic management to financial and budget advice to processing of creditor payments and debtor receipts to managing the corporate financial systems.

Position objective:

Contribute to the day-to-day operations of the Finance Branch and undertake complex accounting tasks associated with the financial operations of the Department.

Contribute to the development of financial and accounting policies and guidelines consistent with government objectives, including the implementation and co-ordination of relevant strategies to support the efficient financial management of the Department. Provide appropriate financial procedural and policy advice to Departmental Management and staff. Coordinate the Department's financial reporting requirements including financial statements and taxation reporting.

Duties:

1. Provide sound advice to clients in relation to accounting issues and policy and taxation matters, primarily in relation to the Goods and Services Tax and Fringe Benefits Tax. Represent the branch and the Department, including inter-departmental committees and working groups.
2. Assist the Assistant Manager Finance in preparing taxation and other financial related returns, including but not limited to Business Activity Statement and Fringe Benefit Tax Return.
3. Provide advice to the Assistant Manager Finance and other finance staff to assist with the effective and efficient administration of the financial and accounting operations of the Agency.
4. Review and maintain the Finance Branch's policies and procedures to ensure they comply with taxation legislation, Australian Accounting Standards, the Financial Management and Audit Act, Departmental policies and guidelines, Treasurer's Instructions and other applicable legislation and regulations. This includes significantly contributing to the maintenance of the Department's finance manual. Review and maintain internal controls to ensure adequate transaction processing systems that meet Audit requirements and internal control measures.
5. Assist in the preparation of the Department's financial statements and associated documentation and statutory taxation reporting requirements.
6. Undertake research and analysis into contemporary financial management processes, issues and emerging trends, and provide recommendations to ensure that the Department adopts best practice financial management.

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7. Contribute to the review and implementation of systems and processes related to the Finance Branch and Corporate Services.
8. Contribute to the operational activities of the Finance Branch and Corporate Services to ensure a timely and accurate financial service for the Department.
9. Respond to enquiries, including correspondence, and provide high level analysis and advice in relation to financial matters affecting the Department.
10. Where required deputise for the Assistant Finance Manager during periods of absence.

Level of responsibility:

The position operates with a limited degree of supervision in managing the operational activities of the Finance Branch for the effective delivery of high quality financial and accounting services, within parameters established by the Manager Finance.

The occupant will assist in the preparation of annual financial statements and will be responsible for providing advice on the Department's financial practices in regards to compliance with statutory requirements and Australian Accounting Standards and perform internal control procedures.

The position will consult with the Assistant Manager Finance in setting work priorities and will be required to exercise professional judgement and initiative on a day-to-day basis to achieve a customer focused and responsive service for the Department.

The position will contribute to the development of effective business practices in the Department, including system and process review and implementation.

This position will be a Certifying Officer for the Department in relation to approvals for expenditure of funds, purchase orders and bank account issues.

Reporting structure:

The occupant reports and is responsible to the Assistant Manager Finance. The occupant works within established objectives and in accordance with Government and Departmental policies, practices and guidelines.

Selection criteria:

1. Well-developed knowledge of accrual accounting standards, financial and accounting operations with the ability to interpret legislation, regulations and procedures relevant to the public sector environment
2. Demonstrated knowledge and proven experience in preparing financial statements, taxation returns (GST, FBT and BAS) and the ability to resolve the issues with reference to standards, legislation and law.
3. Proven investigative policy and process research, planning and problem solving skills and the ability to undertake projects of varying complexity and priority either

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individually or as part of a team, including implementation of new systems and procedures.

4. High level communication skills both written and oral, including the ability to consult and negotiate with internal and external clients and stakeholders.
5. Knowledge of, and the ability to assist in the development of computer based management information systems and related processes and demonstrated experience in internal control administration
6. Personal skills of flexibility and initiative, self-motivation, capacity for innovation and the ability to work effectively in a team environment.

Desirable requirements:

Appropriate tertiary qualifications and membership or eligibility for membership of a relevant professional body together with experience in a government accounting environment.

Essential requirements:

Nil.

State Service Principles:

Employees should familiarise themselves with the State Service Principles (view at thelaw.tas.gov.au website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

Code of Conduct:

The State Service Code of Conduct (view at thelaw.tas.gov.au website) 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.

Workplace diversity:

The Department is committed to having a diverse and inclusive workforce where all employees feel welcomed, safe and supported. Our employees are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs. They also are diverse in their skills and qualifications, where they live and work, their life and work experiences, personality, abilities, family and caring responsibilities, and their experience of disability. The Department values the unique experiences, knowledge, and skills that our employees bring to their work

There are a range of flexible work options available to support employees to achieve work/life balance, and workplace adjustments are available to accommodate individuals' needs in the workplace.

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Workplace health and safety:

The Department is committed to high standards of performance in respect to work health and safety and managing diversity.

All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

Smoking is not permitted in the workplace or government vehicles.

Staff are also responsible for adhering to the instructions within the security plan and are expected to be pro-active in identifying threats in their workplace, in particular challenging or reporting anyone who is not properly identified within their workplace. All staff are to be familiar with and participate in all evacuation drills.

White Ribbon:

The Department is committed to providing a healthy and safe working environment for all employees and has a zero tolerance for violence, including violence against women.