

# Department of State Growth

## Statement of Duties

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<b>Position Title:</b>	Team Leader Financial Operations
<b>Position number:</b>	424809
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream Band 5
<b>Division/branch/section:</b>	Business Services/ Finance
<b>Location:</b>	Hobart
<b>Employment status:</b>	Flexible
<b>Supervisor:</b>	Manager Financial Operations

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### Position Objective

Manage the delivery of client focused financial operations transaction processing, enquiry and reporting services through leadership of the Financial Operations team.

### Major Duties

- Provide supervision, training, support and mentoring to team members on day to day financial operational functions including accounts payable, accounts receivable, and corporate credit card enquiries and business processes.
- Promote a client service focus by the Financial Operations team through the development and maintenance of relationships with key stakeholders, including divisional heads, business unit managers, and supported entities covered by service level agreements.
- Ensure financial operation processes comply with relevant legislation, policies and procedures, including the ongoing review and recommendation of policy and procedural changes to monitor and enforce appropriate internal financial controls.
- Contribute to the identification and implementation of effective business solutions and/or continuous business process improvements within the financial operations area.
- Undertake, as well as administer, the reconciliation of the Department's bank account, comprising of the general account and the motor registry segments.
- Coordination and delivery of regular communications, education and training activities with internal stakeholders on financial operations processes, policies and procedures.
- Provision of advice to internal and external stakeholders on complex financial operation issues and queries.

## **Scope of Work: (Responsibility, Decision-Making and Direction Received)**

Under general direction from the Manager Financial Operations, this role is responsible for the coordination of the efficient and effective delivery of financial operational functions, and for providing guidance and support to the team.

The occupant is responsible for ensuring that key transaction processing services are carried out in accordance with established legislation, policies and procedures. The Team Leader Financial Operations is expected to exercise initiative, discretion and judgement to ensure the team effectively achieves results. The occupant is a key contributor to the implementation of the teams drive for continual business process improvement. The occupant will work closely with the Manager Financial Systems as well as the Project Manager on the implementation of system and process advancements.

The occupant will liaise regularly with managers and employees across the Agency, and with other Agencies and external organisations.

## **Selection Criteria (Knowledge and Skills):**

- Comprehensive knowledge and significant experience in accounts payable, accounts receivable, corporate credit card, and complex reconciliation processes, including a demonstrated knowledge of associated Government financial policies, procedures and associated legislation.
- Proven experience in leading a team to effectively achieve results, including the training and development of team members in the delivery of a diverse range of financial operation activities, and the identification and implementation continuous business process improvements.
- Highly developed communication skills, with the proven ability to communicate clearly, accurately and effectively, and to work collaboratively with a wide range of stakeholders.
- Highly developed research, conceptual, analytical and problem solving skills, demonstrated by the ability to interpret information, prepare reports, exercise initiative and judgement in order to address and resolve complex financial, operational, compliance and/or business process issues.
- Demonstrated organisational, self-management and coordination skills with a proven ability to plan, organise and prioritise tasks, and to manage competing and emerging priorities whilst meeting the day-to-day requirements of a team.

## **Position Requirements**

### ***Pre-employment***

- *Nil*

### ***Essential***

- *Nil*

## **Desirable**

- *Experience in the use of computerised financial management information systems, and substantial experience in a financial management role.*

## **Working at State Growth**

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

*Our people* who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office ([www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo))

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