

## Finance Officer

### Finance Officer - Statement of Duties

#### Objective

Provide day to day management of the accounts payable/receivable team and general financial activities of the Department of Justice in accordance with Government and Departmental financial policies, procedures and relevant legislation. Provide specialist clerical and administrative duties as required.

#### Duties

- Prepare, verify and process revenue and expenditure transactions in accordance with Government and Departmental financial, procedures and relevant legislation to ensure compliance and accuracy.
- Review and reconcile monthly creditor statements and undertake investigation in accordance with prescribed policies and procedures.
- Accuracy and integrity of financial information by applying robust internal control procedures to ensure accurate and compliant payment process.
- Ensure timely and accurate preparation of daily payments in accordance with appropriate delegation.
- Provide specialist advice within Department of Justice and various external stakeholders.
- Review and address AR Monthly Debt outstanding debtors.
- Provide support to the team to identify any inefficiencies such as manual processes or delays in payments and suggest improvements to streamline operations.
- Perform daily and monthly bank reconciliation to ensure the balances are accurate.
- Assist Senior Finance Officers to deliver day- to- day tasks as required.
- Any other duties as directed by the Coordinator Accounting Operations.

#### Level of responsibility

- Working in a team environment, responsible for dealing with the effective and efficient completion of financial processes and activities including transactional data and system functionality. More complex matters may be resolved after advice is sought from supervisors.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.
- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

**Direction and supervision received**

- This position receives direction and supervision from the Co-ordinator Accounting Operations.
- Expected to use initiative, discretion and sound judgement in order to meet expected outcomes and resolve non-standard issues.

**Selection criteria**

1. Comprehensive understanding of general finance processes and operations and relevant procedures together with an understanding of financial management information systems.
2. Sound knowledge of the Treasurer's Instructions and Departmental financial policies, or the ability to quickly acquire that knowledge.
3. Well-developed problem solving skills, including the ability to exercise initiative and judgement in order to resolve complex operational issues.
4. Well-developed written and oral communication skills, including interpersonal skills in order to relate to a diverse range of internal and external clients along with negotiation and conflict resolution skills.
5. Proven ability to be flexible and adaptable, and work both independently and as a member of a team in an environment subject to rapid change, high volume, work pressures and deadlines.
6. Experience in the use of computer applications including financial management information systems and Microsoft Office software (including Excel, Teams and Adobe PDF editor), or the ability to quickly acquire these skills.

**Essential requirements**

- Nil

**Desirable requirements**

- Experience with Finance One System

## Position Summary

<b>Title</b>	Finance Officer
<b>Number</b>	356552
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	Band 3
<b>Division</b>	Corporate Support and Strategy
<b>Full Time Equivalent</b>	1.0 FTE
<b>Output Group</b>	Finance
<b>Branch</b>	Finance
<b>Supervisor</b>	Co-ordinator Accounting Operations
<b>Direct Reports</b>	Nil
<b>Location</b>	Hobart
<b>Terms of Employment</b>	Permanent full time working 73.50 hours per fortnight.
<b>Position category and funding</b>	A001
<b>Content Manager Record Number</b>	DOC/24/130311