

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Manager, Finance and Payroll Services
Position Number	002373
Business Unit	Business and Executive Services
Branch / Section	Finance and Payroll Services
Location	South
Immediate Supervisor	Director, Finance and Business Systems Transformation
Award	Tasmanian State Service Award
Employment Conditions	Full-time, Permanent
Classification	Band 8

Focus:

The Manager, Finance and Payroll Services is a key leadership role, responsible for the budgeting, reviewing, monitoring and acquittal of appropriations for the DPFEM and providing high level advice and reporting to the State Fire Commission.

The role will provide leadership, authoritative advice and direction in relation to financial management, financial operations, budgets, reporting, payroll and budget management strategies.

Primary Duties:

- Manage the financial, information and human resources of the division in accordance with government and departmental policies, guidelines and directions and foster strong relationships to continuously improve service delivery.
- Develop and implement policies within the Department and provide high-level advice to executive and senior management on policy and technical matters relating to Finance and Payroll Services and the operation and performance of Departmental programs and initiatives.

- Participate and advise in DPFEM strategy setting, business planning and monitoring processes to support the organisation achieve its corporate and operational objectives.
- Manage the budget of the Department through analysing trends, reporting on significant deviations, undertaking investigations into budgetary issues and advising District and Regional leadership on financial, budget and payroll management strategies.
- Develop and promote workplace cultures and behaviours that foster collegial relationships where team members are responsible, accountable and committed to delivering on the operational and strategic goals of the Department.
- Establish and maintain effective relationships with key Departmental stakeholders to ensure continued provision of responsive, professional and quality advice.
- Overall control of accounting and payroll functions in all Districts and Regions of the Department.
- Evaluate project and business planning and prepare reports and submissions on financial management matters.
- Prepare, review and control annual and periodic budget statements and returns.
- Actively participate in and contribute to the DPFEM Work Health and Safety and Wellness programs.
- Work in conjunction with the DPFEM Protective Security Policy Framework Advisor and other domain leads to identify opportunities to integrate appropriate financial and systems security measures along with regular audit findings and recommendations.
- The incumbent can expect to be allocated duties not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

Scope of Work:

The Manager, Finance and Payroll Services is responsible for the efficient and effective operation of the finance and payroll functions, including budget and resource management and/or policy determination.

Direction and Supervision:

As a senior manager, the Finance and Payroll Services Manager operates under the broad direction of the Director Finance and Business Systems Transformation in relation to financial reform, budgeting, payroll and finance operations.

Significant independence and autonomy in respect of day-to-day management and broad accountability to senior management in terms of the implementation and management of Government and Departmental policies and

Selection Criteria:

- An extensive knowledge and understanding of contemporary financial management and budgetary procedures, payroll processes, government accounting practices together with the capacity to provide authoritative advice to executive leadership and senior managers.
- Proven management and leadership skills including the ability to manage human, financial and physical resources and experience of building and leading teams that are accountable, high performing and customer focused.
- High levels of adaptability and flexibility including the ability to manage change, to modify approach and anticipate and respond to new situations and provide innovative solutions to issues.
- High level understanding financial controls, financial management and payroll systems and proven capability to drive reform programs.
- Highest-level communication, negotiation and conflict resolution skills, including an ability to represent the Department, explain its goals, policies and services and identify mutually acceptable solutions in situations of competing priorities.
- Well-developed strategic, conceptual and analytical skills including the ability to operate in a politically and industrially sensitive environment.

Qualifications and Experience:

Desirable:

Tertiary qualifications in accounting, together with membership of either the Australian Society of Certified Practising Accountants (ASCPA) or the Institute of Chartered Accountants (ICA).

Essential Requirements:

Pre-Employment Checks

The Head of the State Service has determined that a person nominated for appointment to this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. Any relevant serious criminal offence or repeated serious offences over any period, which are not mitigated by additional information, may provide grounds for declining an application for appointment. Such offences would include, but are not limited to:

- Arson and fire setting;
- Sexual offences;
- Dishonesty (e.g. theft, burglary, breaking and entering, fraud);
- Deception (e.g. obtaining an advantage by deception);
- Making false declarations;
- Violent crimes and crimes against the person;
- Malicious damage and destruction to property
- Trafficking of narcotic substance;
- False alarm raising.

Code of Conduct:

The State Service Code of Conduct, which is contained in Section 9 of the *State Service Act 2000* (the Act), reinforces and upholds the State Service Principles (s7) by establishing standards of behaviour and conduct that apply to all employees, including the person undertaking these duties, senior officers and Heads of Agency.

Environment and Conditions:

The Department of Police, Fire and Emergency Management (DPFEM) is an agency created under the *State Service Act 2000*. It consists of four operational services: Tasmania Police, Tasmania Fire Service, State Emergency Service and Forensic Science Service Tasmania. The operational services are supported by a range of support functions.

DPFEM strives to provide services that are responsive, socially inclusive and focused on policing, emergency response, community preparedness and emergency management outcomes that contribute to a safe and secure community. The services are delivered by sworn Police Officers, State Service employees (including firefighters and support staff) and volunteers. DPFEM works to make our community safe through the provision of a range of different emergency services, and improve our understanding and respect for our diverse community values and lifestyles.

DPFEM wants a safe workplace where employees work in a manner that reflects the organisational values. The person undertaking these duties is expected to actively participate in developing and maintaining safe work practices and to behave in a manner consistent with the organisational values.

DPFEM is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of DPFEM enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

DPFEM does not tolerate violence, especially violence against women and children.

The working environment is largely office based, however intra-state travel may be required. During emergency incidents, the person undertaking these duties may be required to provide support for the emergency incident.

Employees can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Terms and conditions of employment are in accordance with the Tasmanian State Service Award.

Approved

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MANAGER, PARTNERING AND EMPLOYMENT SERVICES
BUSINESS AND EXECUTIVE SERVICES