

Team Leader (Finance Operations)

Statement of Duties

Position number:	708691
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream, Band 4
Division/branch/section:	Strategic Services, Finance, Financial Operations
Full Time Equivalent (FTE):	1.0 FTE (minimum 0.8 FTE, by negotiation)
Location:	Hobart
Employment status:	Permanent
Ordinary hours per week:	36.75 hours (minimum 29.40 hours, by negotiation)
Supervisor:	Senior Finance Analyst (Operations and Projects)

Position Objective

The purpose of the role is to coordinate the daily operations of the key centralised transaction process functions, through the supervision and development of staff in the financial Operations Section.

Major Duties

- Assist with day to day supervision and provide support, mentoring and leadership to team members including coaching and on the job training with a focus on building a client focussed, collaborative and consultative team environment.
- Assist the Senior Finance Analyst (Operations and Projects) with day to day operations within the section and provide assistance with projects as required.
- Provide quality client service to managers, employees and external clients on Financial matters, including the provision of timely and accurate advice on more complex issues. Ensure relevant senior staff are consulted and kept informed of emerging issues.
- Undertake the timely and accurate preparation, verification and processing of more complex financial and accounting transactions in accordance with Finance Branch and Departmental policies, procedures and guidelines, and legislative and administrative requirements. This will include accounts payable and accounts receivable functions.
- Provide assistance to ensure the accuracy and integrity of financial information through the implementation and monitoring of appropriate internal control procedures, including identifying issues and taking corrective action where necessary.
- Perform any other assigned duties at the classification level that are within the employee's competence and training.

Classification Band Advanced Assessment Point

The classification of this position under the Tasmanian State Service Award provides the opportunity for its current occupant to advance from Range 1 to Range 2 within the same Band. Performance requirements at the upper end of the band are expected to be more challenging and assessment criteria are expected to be more rigorous than those that apply to normal salary progression. Employees are to have served at least six months at their current salary level prior to the salary movement and are assessed as meeting the performance criteria of their Performance Plan to at least a satisfactory level.

Responsibility, Decision-Making and Direction Received

The occupant of the position is responsible for:

- ensuring guidelines, systems and processes are applied appropriately to integrate related activities to meet specified objectives;
- providing options and recommendations to resolve complex operational issues and/or improve operational effectiveness;
- ensuring advice, recommendations and decisions support specified service delivery and program outcomes; where supervision is involved, and
- ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department's WHS Management System.

The decision making and direction received in relation to the role are that:

- general direction is provided to achieve the required outcomes as operational guidelines, systems and processes are well understood. Policies, rules and regulations provide a framework for decision-making in undertaking and integrating the relevant activities of the work area; and
- the occupant is expected to exercise judgement in the practices, methods and standards to be applied, and the planning and timing required to complete complex, diverse tasks.
- creativity and initiative are required to provide options, recommendations and solutions to satisfy non-standard requirements and satisfy client and stakeholder requirements.

Knowledge, Skills and Experience (Selection Criteria) (in relation to the Major Duties)

- Well developed knowledge and expertise in the operation of financial management and accounting systems and processing of revenue and expenditure accounts together with knowledge of relevant financial and taxation legislation, Government accounting requirements and Treasurer's Instructions or a demonstrated ability to quickly acquire a sound knowledge of these and the Agency's financial policies and procedures.
- The ability to supervise and coordinate staff, and the ability to instruct, guide and mentor less experience staff and to make decisions on operational performance and demonstrated ability to manage workflow, while fostering a consultative team environment.
- Highly developed communication and interpersonal skills including liaison, negotiation and conflict resolution skills, the ability to prepare written reports that are clear, accurate and concise and in accordance with administrative procedures.

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- The ability to exercise judgement in the application of policies, rules and regulations and to apply specialised expertise to resolve complex operational issues OR compiling, analysing and evaluating complex and unrelated information to maintain and modify operational performance and service delivery
- Good organisational skills to enable the coordination and management of a variety of tasks at the same time and the planning and accurate completion of tasks within pre-determined time frames.

Essential Requirements

The Deputy Director, State Service Management Office has determined that the person nominated for this position is:

- to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following check is to be conducted:

- I. Conviction check in the following conviction area:
 - Crimes involving Dishonesty.

Desirable Qualifications and Requirements

- Appropriate tertiary qualifications in a relevant discipline.

Department's Role

The **Department of Primary Industries, Parks, Water and Environment (DPIPWE)** is responsible for the sustainable management and protection of Tasmania's natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department's activities guide and support the use and management of Tasmania's land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State's relative disease and pest-free status.

Under Tasmania's emergency management arrangements DPIPWE is the management authority (lead agency) for various aspects of the management of biosecurity emergencies (includes exotic animal, plant and marine disease and pest emergencies), environmental emergencies (includes marine pollution spills), fire in national parks and other reserves, floods from dam failure and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The Department's website at www.dpipwe.tas.gov.au provides more information.

The **Strategic Services Division** provides support services across the Agency to enable operating Divisions to deliver required outcomes and to promote and develop best practice management that is in compliance with contemporary management principles and relevant government policies.

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The **Finance Branch** is responsible for developing and co-ordinating the budget process and negotiations with Treasury regarding global budget allocations, budget management, provision of financial policy and information, maintenance of the Department's financial management system and the operational accounting functions.

Working Environment

Employees work within an environment that supports safe work practices, diversity and equity with employment opportunities and ongoing learning and development. We are committed to valuing and respecting each other as colleagues and peers. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We do not tolerate discrimination, harassment or bullying in the workplace.

DPIPWE has a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

There is a strong emphasis on building leadership capacity throughout DPIPWE.

The expected behaviours and performance of the Department's employees and managers are enshrined in the *State Service Act 2000* through the State Service Principles and Code of Conduct. These can be located at www.dpac.tas.gov.au/divisions/ssmo.

Special Employment Conditions

Some intrastate travel may be required.

Approved by:



Date: 25 June 2021