

Department of State Growth

Statement of Duties

Position Title:	Royalty and Finance Officer
Position number:	420126
Award/Agreement:	Tasmanian State Service
Classification level:	General Stream Band 4
Division/branch/section:	Mineral Resources Tasmania / Industry Services
Location:	Burnie
Employment status:	Flexible
Supervisor:	Manager Industry Services

Position Objective

Provide financial support services to Mineral Resources Tasmania (MRT) in accordance with the department's policies and procedures and State Government legislation. Responsible for the checking and maintenance of the MRT debtors' ledger within the financial system and asset register. Responsible for the distribution of management reports and reconciliation of MRT revenues and trust accounts. Assist with undertaking royalty audits under the supervision of the Manager Industry Services.

Major Duties

- Control and prepare debtor invoicing, monthly statements and debt collection in accordance with established State Growth policies and procedures.
- Maintain the MRT asset register.
- Prepare creditor payments in accordance with the department's policies and procedures and State Government legislation.
- Balance cashier/s on a daily basis.
- Provide advice with regards to financial matters to management and staff.
- Interrogate financial information to prepare reports of a financial and/or statistical nature as required.
- Take responsibility for the distribution of monthly Financial Management Reports to appropriate State Growth officers.
- Monitor specific grant program payments in accordance with the appropriate policy and guidelines.
- Perform monthly reconciliations of revenues, trust and suspense accounts.
- Assist in the formulation and management of the MRT annual consolidate fund budget.
- Formulate, monitor and manage MRT's annual cash flow requirements.

- Assist with the development of policies and procedures.
- Supervise the maintenance, implementation and monitoring of computer based registry systems relating to royalty returns and assisting with royalty audits and returns as required.
- Assist and undertake royalty audits of mining operations. Involving site visits to mining operations to assess compliance with the regulations.

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

The occupant of this position is required to work under supervision and direction but is expected to be self-motivated and pro-active in the performance of all duties. The occupant is responsible for ensuring that all transactional processing is carried out in accordance with the department's policies and procedures and is required to process confidential information.

Supervision and direction will be provided, however the occupant of this position will be required to plan and prioritise work within the assigned duties.

Selection Criteria (Knowledge and Skills):

The Department of State Growth insists on a collaborative and consultative approach, especially involving integrity, respect and openness in dealing with others and believes teamwork, effective communication and professionalism are essential in achieving higher quality outcomes.

Unless stipulated, all selection criteria are to be weighted equally.

1. Sound knowledge and understanding of the requirements of the Financial Management and Audit Act and the Treasurer's Instructions with the ability to accurately interpret and apply legislation and accounting standards.
2. Proven experience in the operation of computerised finance systems.
3. Relevant knowledge and experience of various computer based software programs such as Word and Excel.
4. Well developed interpersonal and oral communication skills, including the ability to provide clear and accurate advice relative to the position.
5. Well developed written communication skills enabling the preparation of accurate reports, correspondence and policy.
6. Able to compile, analyse and evaluate complex information related to the position.

Position Requirements

Pre-employment

The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted.

- Nil

Essential

Evidence of the following must be provided prior to appointment to this role:

- Nil

The person must continue to satisfy the above essential requirements/qualifications throughout their employment in this role.

Desirable

- Nil

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.

State Growth aims 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 value diversity and promote an inclusive workplace, recognising individuals for their unique characteristics, background, experiences, knowledge, skills, values and perspectives.

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.

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)
