Department of Natural Resources and Environment Tasmania

 **Statement of Duties**

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| **Position title**  | Finance Analyst |
| Position number | 703065 |
| Division/Business Unit/Branch | Strategy and Business Services / Finance / Budget |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 4 |
| Position Status | Fixed Term |
| Full Time Equivalent (FTE)  | 1.0 FTE (minimum 0.80 FTE, by negotiation) |
| Ordinary hours per week  | 36.75 hours (minimum 29.40 hours, by negotiation) |
| Location | Hobart or Launceston |
| Reports to  | Manager, Budget Services |

# **Position Purpose**

The purpose of the role is to contribute to the Department’s annual budget development and management process including the preparation of financial reporting and analysis. Provide advice and technical support on contemporary financial management and contribute to the development and application of policies and procedures associated with budgeting, accounting and financial reporting.

# **Major Duties**

* Assist in the provision of internal financial and budget management reporting including the investigation, analysis and documentation of relevant financial matters.
* Assist with the annual budget development cycle including the annual budget submission process, budget monitoring and reporting.
* Assist in the maintenance and reconciliation of key financial management systems, in particular the Department’s finance system, the internal budget development module and the Treasury Budget Information System.
* Provide advice and reporting on a diverse range of financial and budget related issues.
* Assist in the development, implementation and application of policies and processes associated with budgeting, accounting and financial reporting.
* Liaise with internal stakeholders and other agencies on financial management matters.

# **Responsibility, Decision Making and Direction**

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 and initiative in performing the duties.

# **Knowledge, Skills and Experience (Selection Criteria)**

1. Well developed knowledge and expertise in contemporary financial management practices and systems including budgeting and financial reporting in a diverse organisation.
2. The ability to contribute to and foster the development of a consultative team environment, which promotes continuous improvement with a client focus.
3. 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.
4. Well developed analytical skills with the ability to exercise judgement in the application of financial policies, rules and regulations and to apply expertise to resolve complex financial issues, make timely and accurate decisions and provide advice and information.
5. 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 and specified performance standards.

# **Position Requirements**

**Pre-employment**

The Head of the State Service 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:

* Conviction check for Crimes involving Dishonesty.

# **Desirable Qualifications and Requirements**

* Appropriate tertiary qualifications in a relevant discipline.
* Eligible for membership of CPA Australia, Chartered Accountants Australia and New Zealand or other professional body.

# **About Us**

**The Department of Natural Resources and Environment Tasmania (NRE Tas)** 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 NRE Tas 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), fire in national parks and other reserves, 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.nre.tas.gov.au](http://www.nre.tas.gov.au) provides more information.

# **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.

NRE Tas 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 NRE Tas.

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](http://www.dpac.tas.gov.au/divisions/ssmo).