

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Finance Services Assistant (Accounts Payable)
Position Number:	Generic
Classification:	General Stream Band 2
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Finance and Business Support – Budget and Finance
Position Type:	Permanent, Full Time/Part Time
Location:	South
Reports to:	Team Leader - Finance Operations
Effective Date:	March 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Position Features:	Finance Operations currently undertake Accounts Payable and Accounts Receivable activities across the Department of Health and the Department of Communities Tasmania.

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Finance Services Assistant (Accounts Payable) undertakes the processing of transactions and reconciliations for the Agency in accordance with the relevant service standards, legislation and departmental policies and procedures.

Duties:

1. Maintain financial records and transactions in accordance with relevant policies, procedures and legislation.
2. Check accuracy of information during data capture, identify discrepancies and apply correct charges, calculations, or codes.

3. Liaise with a broad range of staff and clients on a range of Accounts Payable issues and provide information and instruction to support financial administration processes.
4. Undertake clerical and administrative tasks to support the efficient operations of Budget and Finance on behalf of the Agency.
5. Assist in training and supporting less experienced staff, and existing team members, as and when required.
6. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
7. 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 level.

Key Accountabilities and Responsibilities:

- Working as a member of the Finance Operations team and under the general direction and supervision of the Team Leader Finance Operations, the Finance Services Assistant is directly responsible for the completion of financial processes and transactions in accordance with legislative requirements, guidelines, financial policies and procedures.
- The Finance Services Assistant is accountable for maintaining confidentiality of information gained in the course of undertaking this position.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

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

- I. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences

- d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Knowledge of office management principles with an understanding of financial guidelines, legislation and accounting policies and procedures or the ability to acquire this understanding.
2. Demonstrated ability to undertake a wide range of financial and clerical duties with a high degree of accuracy, including the capacity to set objectives, prioritise tasks and meet deadlines.
3. Well-developed interpersonal and communication skills, including the ability to liaise effectively with a diverse range of clients, staff and business organisations in a courteous and confidential manner.
4. Demonstrated capacity to work within established procedures and exercise judgement to make timely and accurate decisions regarding allocated duties.
5. Proven ability to work within, and contribute to, a successful team environment.
6. Experience in the use of computer applications including financial management information systems and Microsoft Office software, or the ability to quickly acquire these skills.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).