

## Monetary Penalties Enforcement Services

### Senior Finance Officer – Statement of Duties

#### Objective

This position is responsible for processing and reconciling financial transactions to ensure accurate and timely financial reporting.

#### Duties

- Manage the disbursement of funds and refunds in an administered funds environment, ensuring compliance with financial regulations and internal controls.
- Perform all necessary accounting functions to reconcile receipts and disbursements, including identifying and rectifying errors on financial ledgers and ensuring data accuracy across financial databases.
- Provide timely and accurate advice to clients, addressing queries and delivering financial insights based on data-driven analysis and reporting.
- Supervise finance staff in the routine operations of the section, ensuring adherence to processes and promoting the effective use of financial databases and reporting tools.
- Assist in all areas of the Monetary Penalties Enforcement Service as directed, ensuring seamless financial operations and providing data analysis as required.
- Support the implementation, development, and enhancement of divisional initiatives, with a focus on optimizing the use of business intelligence reporting platforms and financial databases to improve operational efficiency and decision-making.
- 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.

#### Level of responsibility

- Expertise in financial record-keeping and accounting: Demonstrating a strong understanding of financial systems, ensuring accurate maintenance of financial records and adherence to accounting standards.
- Analytical and evaluative skills: The ability to research, evaluate, and interpret financial information is crucial, along with a proven track record in resource management to optimize financial performance and outcomes.
- Team leadership and development: Responsible for providing clear instruction, comprehensive information, effective supervision, and ongoing training to team members, tailored to the specific nature of their roles to ensure their success and growth.
- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the WHS requirements in the WHS Act.

### **Direction and supervision received**

- Reports to the Manager of Finance and Data.
- Works collaboratively in a team environment, contributing to shared goals and objectives.
- Guidelines and procedures are well-established, though the role may require interpretation and judgment to determine the most suitable approach for specific tasks and responsibilities.

### **Selection criteria**

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. Sound knowledge of accounting practices, with advanced skills and experience in operating and managing computerised financial systems. Demonstrated ability to ensure high levels of accuracy and attention to detail when processing financial data and managing interfaces between systems.
2. Proven experience in developing, documenting, and implementing comprehensive procedural and operational manuals, ensuring clarity and compliance with best practices for financial and data management processes.
3. High level communication and interpersonal skills with the ability to supervise staff.
4. Strong self-management and organizational skills, with the ability to set priorities, manage multiple tasks concurrently, and consistently meet deadlines. Demonstrated capacity to embrace and contribute positively to organizational change, ensuring adaptability in a dynamic work environment.
5. Be able to understand and apply the requirements of the relevant WHS legislation in your areas of responsibility.

### **Essential requirements**

- Nil

### **Desirable requirements**

- Highly desirable to have Finance knowledge gained through past work experience or satisfactory completion of a relevant course of study at a tertiary institution.

## Pre-employment Checks

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

The following checks are to be conducted:

1. Pre-employment checks
  - Arson and fire setting
  - Violent crimes and crimes against the person
  - Sex-related offences
  - Drug and alcohol related offences
  - Crimes involving dishonesty
  - Crimes involving deception
  - Making false declarations
  - Malicious damage and destruction to property
  - Serious traffic offences
  - Crimes against public order or relating to the Administration of Law and Justice
  - Crimes against Executive or the Legislative Power
  - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
3. Identification check.

## Position Summary

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|--------------------------------------|---|
| <b>Title</b>                         | Senior Finance Officer                  |
| <b>Number</b>                        | 355020                                  |
| <b>Award</b>                         | Tasmanian State Service Award           |
| <b>Classification</b>                | General Stream Band 4                   |
| <b>Division</b>                      | Monetary Penalties Enforcement Services |
| <b>Full Time Equivalent</b>          | 1.0                                     |
| <b>Output Group</b>                  | Monetary Penalties Enforcement Services |
| <b>Branch</b>                        | Finance and Data                        |
| <b>Supervisor</b>                    | Manager Finance and Data                |
| <b>Direct Reports</b>                | 2                                       |
| <b>Location</b>                      | Hobart                                  |
| <b>Position category and funding</b> | Cost code: A067                         |
| <b>Content Manager Record Number</b> | DOC/24/136926                           |