Department of Natural Resources and Environment Tasmania

**Statement of Duties**

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| **Position title**  | Finance Officer |
| Position number | 700066 |
| Division/Business Unit/Branch  | Strategy and Business Services / Business Services / Finance |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 3 |
| 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 | Prospect |
| Reports to | Team Leader (Finance Operations) |

**Position Purpose**

As a member of the Financial Operations Section assist with and undertake the preparation and processing of the Department’s financial and accounting transactions and contribute to the provision of quality financial services, information, and advice to Finance Branch clients.

**Major Duties**

* Undertake the timely and accurate preparation, verification and processing of financial and accounting transactions in accordance with Government and Departmental financial policies, procedures and guidelines, and legislative and administrative requirements. This will include accounts payable and accounts receivable functions.
* Provide a financial support service to internal clients, Departmental employee and liaise with external clients in relation to financial matters, including expenditure and revenue processing.
* Perform reconciliations in accounts receivable and accounts payable including follow up action and attending to associated correspondence.
* Maintain accurate creditor and debtor ledger records within the Financial Management Information System.
* Resolve routine problems whilst ensuring the integrity of financial data.
* Assist the Team Leader (Financial Operations) with day-to-day operations within the Finance Branch including identifying and reporting problems or irregularities.

**Responsibility, Decision Making and Direction**

The occupant of the position is responsible for:

* maintaining practices, methods and standards and their modification as appropriate to provide satisfactory solutions for complex operational issues;
* maintaining quality control of outcomes;
* assisting a supervisor to ensure less qualified or experienced staff receive appropriate instruction, guidance and performance feedback; 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 in relation to the role are that:

* general instructions are provided other than for more complex and unusual requirements which do not have clear guidelines or precedents;
* the occupant exercises independent judgment in the practices, methods and standards to be applied, and the planning and timing required to complete complex, diverse tasks; and
* 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)**

1. 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 legislation.
2. Good computer literacy skills with experience in the use of computer software, in particular financial management systems and spreadsheets. High level keyboard accuracy.
3. The ability to provide effective instruction, guidance and feedback to less experienced staff.
4. Well-developed interpersonal and communication skills with the ability to explain operational procedures and provide information to, and liaise with, clients, stakeholders and members of the public.
5. The ability to exercise independent judgment in the practices, methods and standards to be applied and the planning and timing required to complete complex, diverse tasks; together with the ability to be creative and show initiative to provide options, recommendations and solutions to satisfy non-standard requirements.
6. 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, particularly revenue and expenditure transactions, within pre-determined time frames.

**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**

* A current motor vehicle driver’s licence.

**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), 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.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).

**Special Employment Conditions**

Some intrastate travel may be required.