



Competency Based POSITION DESCRIPTION

POSITION TITLE	SENIOR FINANCE OFFICER
AGENCY	WEST BEACH TRUST
DIVISION	FINANCE
CLASSIFICATION	AS03 – ADMINISTRATIVE SERVICES STREAM
REPORTS TO	FINANCE ACCOUNTANT

PURPOSE

The Senior Finance Officer is responsible for:

- Assisting the Finance Accountant to develop annual operating and capital works budgets,
- Assisting with analysing, monitoring and reporting, and reviewing of budgets,
- Contributing to the review, development and implementation of financial plans, policies, practices, structures and systems,
- Ensuring financial and other transactions are complete, accurate, timely and meet relevant accounting standards, legal requirements and government policies and regulations,
- Assisting with the supervision of finance staff in order to maintain effective systems for financial and transaction processing,
- Assisting with the preparation of corporate financial information, providing analysis and reports on financial results and cash position in order to achieve the Trust’s financial goals and strategies within acceptable risk levels and to meet required policies, Acts and Regulations.

KEY RESULT AREAS

1. TRANSACTION AND INFORMATION MANAGEMENT	
Critical Tasks	<p>The Senior Finance Officer assists the Finance Accountant with the provision of transaction and information management services including:</p> <ul style="list-style-type: none"> ▪ Maintaining corporate financial and information systems to provide reasonable assurance that there is: <ul style="list-style-type: none"> - complete, accurate, secure and reliable information on revenues, expenditures, assets,

	<ul style="list-style-type: none"> liabilities and cash flows; - compliance with relevant accounting and other standards, laws, regulations including the Government Financial Management Framework and Treasurers Instructions; - sound and informed judgments on financial results and position; ▪ Performing transaction processing, journals and reconciliation's including for general ledger and stock control; ▪ Liaising with officers of the Auditor-General including supporting the effective conduct of audits and ensuring matters raised of a transactional nature are followed up and actioned as required.
Measures	<ul style="list-style-type: none"> ▪ Compliance with required accounting laws, regulations and concepts. ▪ Knowledge of financial and budget management. ▪ 100% accuracy in reporting. ▪ 100% meeting of required deadlines.
2. STRATEGIC FINANCIAL ADVICE AND OTHER SUPPORT	
Critical Tasks	<p>The Senior Finance Officer supports the Finance Accountant to provide financial advisory services including:</p> <ul style="list-style-type: none"> ▪ Advising on accounting and costing structures, rates of return, financial risks, financial information needs, strategic financial monitoring and controls; ▪ Developing an appropriate level of commitment and competence of finance staff in order to achieve financial goals and objectives and self assess their financial performance, services, processes, resources and relationships ▪ Contributing to a sound working environment and development of finance staff.
Measures	<ul style="list-style-type: none"> ▪ Demonstrated financial management within department. ▪ Provision of accurate financial reports and advice in a timely manner.

3. MANAGEMENT ACCOUNTING

<p>Critical Tasks</p>	<p>The Senior Finance Officer assists the Finance Accountant to provide management accounting services including:</p> <ul style="list-style-type: none"> ▪ Assisting in developing corporate accounting and information policies, strategies, plans and performance targets; ▪ Interpreting information using trend, scenario, historical, ratio, variance, exception and sensitivity analysis; ▪ Providing complete and accurate costing including cost centre reporting, activity and service level based budgeting; ▪ Assisting in managing cash flow and debt management to ensure ongoing financial liquidity and viability; ▪ Maintaining asset registers and surveys to ensure assets are adequately safeguarded and maintained; ▪ Designing and maintaining accounting internal controls including appropriate authorisation of transactions and reconciliation of transactions and ledgers; ▪ Assisting in the preparation and monitoring of operating and capital budgets including development of information related to <ul style="list-style-type: none"> - financial outlook; - financial strategies; - assumptions; ▪ Assisting in payroll preparation and reporting.
<p>Measures</p>	<ul style="list-style-type: none"> ▪ Accurate reconciliation of accounts and ledgers. ▪ Consistently monitors budgets in line with operational requirements. ▪ Proactive approach to providing solutions for improved efficiencies. ▪ Proactive approach to providing enhanced reporting.

4. FINANCIAL REPORTING

<p>Critical Tasks</p>	<p>The Senior Finance Officer supports the Finance Accountant in providing financial reporting services including</p> <p>1. Internal reporting services including preparing and or assisting in preparing:</p> <ul style="list-style-type: none"> ▪ Monthly P&L reports; ▪ Board reports; ▪ Cash availability reports;
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	<ul style="list-style-type: none"> ▪ Statistical reporting; <p>2. External reporting services including preparing and or assisting in preparing:</p> <ul style="list-style-type: none"> ▪ Statutory accounts and the Business Activity and Fringe Benefit Tax statements.
Measures	<ul style="list-style-type: none"> ▪ Provision of accurate and concise reports within expected timeframes. ▪ Proactive approach to providing solutions for improved efficiencies. ▪ Proactive approach to providing enhanced reporting.
5. KEY CHALLENGES	
Critical Tasks	<p>Challenges include:</p> <ul style="list-style-type: none"> ▪ Moving from an administration function primarily concerned with transaction processing and reporting to a corporate services function that supports a high performance business culture whilst managing a public asset with a community caring focus ▪ Maximising the benefits of information technology and business processes to: <ul style="list-style-type: none"> ▪ ensure efficient and effective processing of transactions provide analysis of corporate and operational performance, capability, viability and control ▪ Ensuring financial plans and budgets are realistic, achievable and based on clear assumptions and scenarios providing alternatives that balance return and risk taking preferences and that budgets are integrated within corporate strategic and operational plans ▪ Ensuring corporate reporting requirements of the Board, CEO and Executive are met/anticipated, ▪ Ensuring plans, policies, practices, structures and systems meet relevant best practice standards for government business enterprises, ▪ Effectively monitoring financial performance using relevant and timely key performance indicators, ▪ Maintaining effective financial controls, asset and cash flow practices, ▪ Financial modeling, revenue forecasting, business trend analysis and other reviews are undertaken in a timely and effective manner. ▪ Verifying payroll/HR records and calculations are accurate

Measures	<ul style="list-style-type: none"> ▪ Number of recommendations for innovation/ improvements to systems and procedures. ▪ Corporate reporting requirements met. ▪ Budgets and financial plans achieved. ▪ Proactive approach in assisting with improving financial IT processes. ▪ Regular attendance at financial update/training sessions.
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COMPETENCIES REQUIRED

The competencies below are an overview of the traits and behaviours required to be successful in the position.

Competency Area	Typical Behaviours
Achievement Orientation	Sets high performance standards. Sets priorities. Emphasises high standards to others. Shows pride when standards are met. Shows dissatisfaction with substandard performance achieved. Adheres to timetables, rosters and agreed timings.
Customer Service	Acknowledges the customer. Clarifies customer's needs. Gives priority to customer satisfaction. Takes responsibility for actions.
Ethics & Accountability	Acts in a manner consistent with organisational values. Maintains confidentiality. Leads by example. Is open and honest with information. Declares conflict of interest. Follows organisation's policies. Respect decisions of the organisation.
Commitment to Safety and Environment	Committed to the philosophies of workplace health & safety and protection of the environment. Identifies relevant issues and hazards in own work area. Keeps up-to-date on organisational OHS and environmental policies and procedures and follows these.
Teamwork	Builds relationships with others. Exchanges information freely. Volunteers ideas freely. Supports others' ideas. Supports group decisions.

	Puts broader objectives ahead of individual/own needs and objectives.
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<p>Continuous Improvement</p>	<p>Identifies opportunities for process, system and work area improvement. Systematically monitors own and others' performance. Actively seeks and uses ideas, asks questions & challenges assumptions. Shows attention to detail. Celebrates new ideas implemented successfully. Makes changes readily when implemented ideas don't work out. Reviews and follows up on completed tasks. Establishes proactive processes rather than reactive.</p>
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SKILLS AND EXPERIENCE

ESSENTIAL	DESIRABLE
<p>Interpretive</p> <ul style="list-style-type: none"> ▪ Ability to analyse complex financial and non financial information, risks and practices and to formulate appropriate conclusions/recommendations ▪ Possess a proactive approach in analysing existing practices and policies and developing creative, practical and cost effective solutions and systems ▪ Ability to quickly absorb diverse information and identify the critical aspects ▪ Ability to exercise thoroughness, attention to detail and an objective approach in analysis and reporting ▪ Proven numeral and literal competency ▪ Sound knowledge of the principles involved in the development, interpretation and reporting of financial information. ▪ Knowledge of business risks and best practice controls over revenues, assets and liabilities <p>Relationships</p> <ul style="list-style-type: none"> ▪ Ability to objectively discuss information with staff and managers having due regard for their views, sensitivities and 	<ul style="list-style-type: none"> ▪ Ability to assist in developing and analysing information relating to financial liquidity, growth, viability and competitive advantage in a commercial environment and recommending appropriate short and long term strategies ▪ Experience in assisting in implementing strategic and operational financial planning, risk management performance measures and reporting ▪ Experience in modeling, simulation, regression and other analysis using software ▪ Knowledge of statistical and non financial performance measures and targets for commercial and non commercial operations

confidentiality

- Proven ability to relate to non financial staff and to achieve commitment to sound financial management
- Ability to communicate both verbally and in writing internal and external to the Trust
- Ability to assist in developing a business culture and manage changes in attitudes, behaviours and skills

Personal

- Ability to remain flexible and adaptable in a changing technological environment
- Proven ability to possess drive, initiative and work under supervision
- Possess high standards of ethical and professional conduct

Advisory and Support

- Ability to provide guidance and training to staff through on the job training, in particular in the procedures applicable to financial and information management
- Ability to communicate and negotiate effectively with personnel and contractors
- Ability, under guidance, to organise and motivate self and others to achieve financial goals

Information Technology

- Sound ability to use a PC, Microsoft word, Excel and other spread sheet software
- Ability to carrying out modeling and other analysis using software
- Knowledge of accounting software including general ledger, payroll, accounts payable and receivable, purchasing, inventory and asset management

Financial and Management Accounting

- Experience and demonstrated competence in the application of corporate accounting, accrual

accounting and practices and procedures in respect to accounting and business systems, and the implementation and evaluation of systems and controls

- Experience in financial and management accounting including analysis and presentation of advice based on sound analysis of trends, opportunities, risks and returns
- Experience in written reporting and making concise recommendations to management.
- Experience in ensuring that financial and other information, plans, procedures and reports comply with professional and other standards
- Experience in the application of specialised accounting software including general ledger, payroll, accounts payable and receivable, purchasing, inventory and asset management
- Experience in analysing business processes, understanding user needs and designing and implementing transaction processes
- Experience in ensuring an integrated approach to transaction processing
- Experience in payroll/HR reporting systems

Government and / or Industry

- Experience in both public sector and commercial requirements, policies, practices and their application
- Experience in researching and analysing standards, legislation, policies, guidelines and operating procedures as a basis for improvement
- Knowledge of Financial Management Framework, Treasurer's Instructions and their application in government agencies.
- Knowledge of accounting, taxation and IT standards / regulations and their application in government agencies

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> ▪ Completion of a recognised tertiary qualification in either accounting, commerce or relevant discipline. ▪ Police Clearance ▪ Drivers Licence 	<ul style="list-style-type: none"> ▪ Studies towards a CA or CPA qualification.

POSITION DIMENSIONS

Staff: Nil

Budget: The Senior Finance Officer has no delegated authority level.

SPECIAL CONDITIONS

Travel: Intrastate and interstate travel as required

Out-of-hours: Out of hours work/call outs as required

PERFORMANCE: The incumbent will be required to achieve performance targets that are negotiated and mutually agreed with the Finance Accountant.

Employee Signature: _____

Date: _____

Managers Signature: _____

Date: _____