

Job Description Form

South West Development Commission 32013012 Finance Officer

POSITION DETAILS

Classification Level: Level 4
Award/Agreement: PSA 1992/PSGOGA 2011
Position Status: Permanent Full Time
Organisation Unit: Corporate Services
Physical Location: 61 Victoria Street, Bunbury

REPORTING RELATIONSHIPS

Responsible to:

32013000 Chief Executive Officer Band 4 Special Division CEOs

32013006 Chief Finance Officer Level 7

THIS POSITION: 32013012 Finance Officer Level 4

Number of direct reports: Nil

ABOUT THE COMMISSION

The South West Development Commission is a statutory authority of the Western Australian government, with a board of management selected from the community, local governments and ministerial appointments.

Our aim is to make the South West region an even greater place to live, work and invest.

We do so by partnering with communities, government, business and industry to identify and support projects that benefit the region.

Developing the region's economy and improving quality of life are key areas of focus.

With the aim of creating a region of excellence, our strategic plan guides the Commission's delivery of services into three areas:

- People and place - We focus on projects which engage the community in developing a vibrant region. This includes planning, civic engagement, community leadership, community infrastructure and services, and urban renewal.
- Infrastructure and environment - Our aim is to build modern infrastructure which supports industry, maintains a sense of place for our communities and values our natural environment.
- Knowledge, enterprise and innovation -We aim to create jobs, develop greater job diversity and increase incomes through a diverse industrial base. Projects focus on attracting knowledge-based industries and maximising the region's trade potential.

KEY WORK DESCRIPTION

The position provides support to the Chief Finance Officer on financial administration by co-ordinating, monitoring and maintaining relevant strategic, financial, human, administrative and information technology activities.

WORK DESCRIPTION

Ensures all assets are accounted for and revenue, expenditure, cash flows and other financial transactions are treated and recorded in compliance with policy, regulations and standards practised by the Commission. The position assists the Chief Finance Officer with the annual reporting, budgets and accrual statements.

Assists the Chief Finance Officer in the administration of human resources, financial resources, policies and practices and other functions and responsibilities of the section.

Assists the Chief Finance Officer in the development of appropriate policies and practices and other functions and responsibilities of the unit.

Effective, accurate and efficient administrative, financial and information technology support services are provided, in accordance with legislative and Commission requirements.

Appropriate communication networks are established and maintained with internal and external clients and customers, state, local and public sector agencies, private sector organisations and service providers.

Administrative policies and procedures are developed, reviewed and monitored to ensure best practice is promoted at the Commission.

Liaison, consultation and negotiation is established to ensure information technology and financial management issues are monitored for the Commission.

Human, financial and physical resources are coordinated, monitored and maintained efficiently and effectively for the Commission.

WORK RELATED REQUIREMENTS

Essential

Communication (oral and written) and interpersonal skills.

Conceptual and analytical skills.

Knowledge of the Financial Management Act 2006 (FMA 2006), Australian Accounting Standards (AAS), State Supply Commission policies and relevant government practices.

Ability to work in a team environment.

Demonstrated practical experience within a financial administrative environment.

Demonstrated ethical practice.

Desirable

Ability to administer and support a Computerised Financial Management System.

SPECIAL REQUIREMENTS/EQUIPMENT

Nil

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

DIRECTOR

Signature: _____ Date: _____

CERTIFICATION DATE: 9 March 2011