

Graduate Finance Analyst

STATEMENT OF DUTIES

NOVEMBER 2024

Number	Generic
Portfolio	Business Operations and Support
Branch	Finance and Budget Services
Section/Unit/School	Budget and Resource Services
Supervisor	Manager Budget Management
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 3
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	South

Primary Purpose

Contribute to the development and application of policies and procedures associated with budgeting, accounting, and financial reporting. Provide advice and technical support on contemporary financial management practices and processes.

Level of Responsibility/Direction and Supervision

Provide assistance to senior officers across Finance and Budget Services in the development, implementation and application of policies and processes associated with budgeting, accounting and financial reporting. Assist with the successful development and redevelopment of practices and programs.

The occupant is responsible for completing designated work activities on time, on and to a satisfactory standard and at all times maintaining confidentiality and awareness of sensitive issues. The occupant will be supervised by the Manager Budget Management and other relevant staff members appropriate to rotated duties.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Assist in the development, implementation and application of policies and processes associated with budgeting, accounting, and financial reporting.
2. Assist in the maintenance and reconciliation of various key financial management systems.
3. Assist in the provision of both external and internal reporting and investigation, analysis and documentation of other financial matters.
4. Provide advice and reporting on a diverse range of financial and budget related issues.
5. Liaise with the other areas of the Department and government agencies on financial management matters.
6. 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.
7. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Knowledge and understanding of contemporary financial management practices and systems including budget management and financial accounting or the capacity to rapidly acquire the required knowledge and understanding.
2. Ability to exercise analytical and investigative skills, think critically and to assist with solving problems particularly in relation to general financial management issues.
3. Organisational skills which enable the coordination and conduct of a variety of tasks at the same time, and completion of work activities within pre-determined time frames and to specified performance standards.
4. Well-developed interpersonal and communication skills, including sound liaison, negotiation and communication skills to facilitate factual, open discussion to gain information or clarification of issues from stakeholders.
5. Proven personal skills of flexibility and initiative, self-motivation and the ability to work effectively in a team environment.
6. Ability to assist in the maintenance of key information technology systems and the use of information technology to facilitate accurate analysis of data.
7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- A Bachelor Degree in Business or equivalent relevant degree.

Desirable

- Participation in the Certified Practicing Accountant or the Institute of Chartered Accountants in Australia postgraduate program, or working towards.

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 964915 – Manager Vacancy and Staffing Services – October 2019

VEM: 50984, 503086, 7000212

Date Duties and Selection Criteria Last Reviewed: 10/19 VRH
