

Finance Officer - Support Services (HU-FF0111)



This form comes from the following departmental process:

HUM-FF Functional Statements, Finance

Position Title:	Finance Officer - Support Services
Business Unit:	Finance
Location:	Darwin
Classification:	Level 3 \$52,808 - \$59,740 pa Commencement rate is dependent on previous skills, experience, and knowledge
Status:	Full-time Contract
Probation period:	3 Months (if applicable)
Responsible to:	Chief Financial Officer
Preparation Date:	October 2021
Approved by:	Human Resources Manager

This position is responsible for:

This position is to provide support for the approvals of the Australian Government and Northern Territory Government Claims. The position provides a quality service to external and internal clients and is responsible for the processing of Australian and NT Government incentive claims.

This position will be expected to undertake other duties within the department to ensure operational requirements are met and coverage during staff absences.

Statement of specific accountabilities

AASN Claims

- Monitoring of the generic Claims inbox
- Review and approval of the Australian Government and Northern Territory Government Claims
- Liaise with external stakeholders regarding special claims and exceptional circumstance requests
- Processing of Australian Government and Northern Territory Government Incentives
- Accurately enter records into Australian Government and Northern Territory Government databases
- Ensure audit compliance in relation to timeframes being met for processing of all incentives
- Follow complaints handling process in dealing with complaints from internal and external stakeholders
- Maintenance of the templates used for processing all incentives.
- Preparation of debt recovering and approval from external stakeholders

Finance

- Provide support across all aspects of the finance department
- Prepare reports and other documentation as required

Administration

- Participate in training activities, business planning, marketing initiatives, company, and divisional monthly meetings.

External Audits

- Assist with annual external audits as required
- Liaise with the external auditor appointed to conduct financial policy and procedural reviews as required

Other General GTNT Group position accountabilities

Policies and Procedures

- Assist in the preparation, review and implementation of business unit related policies and procedures for inclusion in the QMS.
- Assist with ensuring all section staff are aware/trained in and comply with company policies and procedures.

Workplace Health and Safety

- Ensure a safe work environment
- Follow all WHS policies and procedures
- Report all hazards and accidents to their supervisor/manager
- Take all reasonable and practicable steps to ensure your own health & safety and that of any other persons who may be affected by your actions

Customer Service

- Exercise a high level of interpersonal/customer service skills in dealing with all prospective and existing clients
- Manage quality customer services

Team

- Facilitate work teams and value individual differences and diversity
- Establish effective workplace relationships with groups and individuals
- Assist in the facilitation, design and delivery of departmental training to Finance staff
- Participate in business planning activities as required
- Participate in company and divisional meetings, and training activities

Additional Information

The incumbent must adhere to all current relevant codes of conduct and legislation requirements including: GTNT policies/procedures and protocols located in the Quality Manual System.

- Privacy Act.
- Equal Employment Opportunity Act
- Work Health and Safety Act.
- Government/Industry Code of Conduct.
- Northern Territory Employment and Training Act.
- Australia Fair Pay Condition Standards.
- Anti-Discrimination Act.

The incumbent can be expected to be allocated duties not specifically outlined within their position description, however within the capacity, qualifications and experience normally expected from a person occupying this position.

Key Result Areas will be negotiated as part of the regular performance planning and review processes.

Must demonstrate company values; Be Accountable, Be Innovative, Customer Service Excellence, Respect Everyone, Think Safe Be Safe and Integrity is Everything.

Position requires a valid Australian Federal Police Certificate (valid within 2 years)

Selection criteria

- Completion of Certificate III in Finance or Business and/or willingness to obtain within specified time frame.
- Commitment to providing high quality services to internal and external clients.
- Capacity to meet extremely tight deadlines whilst being systematic in approach to work.
- Proven reliability with attendance and ability to work effectively as part of a highly disciplined team and independently to achieve common goals.
- Demonstrated ability for attention to detail and complete accuracy in respect of administrative work.
- Sound level of oral and written communication skills, with the ability to relate to a wide client group.
- Ability to complete duties as per company policy and procedures and in accordance with all relevant legislative requirements
- Ability to work efficiently as a member of a small team.
- Experience with applications such as Microsoft Word, Excel and Outlook.
- Willingness to learn and progress

Training and Professional Development

Position Training Requirements

- Completion of Certificate III in Finance or Business and/or willingness to obtain within specified time frame.

Additional Company Training Requirements

- WHS Awareness Training

Positional training requirements is subject to budget constraints and group enrolment availability.

Remuneration Package

Annual leave:	5 weeks
Sick leave:	2 weeks
Superannuation:	In line with super guarantee charge
Additional Benefits:	Health and Well-being Package

All other conditions are in accordance with the current GTNT Enterprise Agreement and company policy. The position will be expected to undertake other duties within the department to ensure coverage during staff absences.

I, _____ confirm I have read and understood my functional statement. I have a Complete understanding of my role and responsibilities as outlined in this document. I acknowledge I may be required to undertake additional tasks outside of my functional statement that are reasonable and as directed by my manager.

Signature:

Date:

This form also relates to the following other forms: Nil