

## Role Description

## Finance Officer

### Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



RECOGNISED  
EMPLOYER  
PARTNER

Job Evaluation No.	<b>20344</b>	Content Manager No.	<b>21/276267</b>
Work Unit	<b>Beenleigh State High School South East Region Early Childhood and State Schools Division</b>		
Location	<b>Beenleigh</b>		
Classification	<b>AO4 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week</b>		
Job Type	<b>Temporary Full-time Temporary period of 12 months unless otherwise determined</b>		
Salary Range	<b>\$86,546 - \$94,871 per annum</b> Salary is reflective of full-time employment (1.0FTE) <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		

### Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

### Your opportunity

As the Finance Officer you will:

- Monitor financial activities to ensure compliance with legislation, departmental policies and standards and advocate sound financial practices within the school.
- Coordinate school financial activities ensuring the delivery of a range of quality and efficient services by providing guidance and support to staff.

The Finance Officer reports to the Principal or nominated delegate.

### Your role

Responsibilities include:

- In accordance with legislative requirements, departmental policy and procedures and schools strategic and operational plans, provide advice on the management of financial matters for the school to the Business Manager and/or Principal and school management team to ensure the sound management of school funds.
- Provide advice, in accordance with departmental policy and procedures on a range of financial matters, including school financial reporting, budget management, procurement management, banking, accounts receivable and payable processing, debt collection and asset management and accounting for commercial activities.
- Actively implement and align financial management practices with the strategic direction of the school.
- Resolve problems and assist in the development and implementation of initiatives, policies, processes and systems for effective and efficient administration of financial services.



- Provide analysis and advice in relation to funding issues impacting on the development and management of budgets.
- Train staff in the work unit and other school employees to ensure that the services provided support the educational activities of the school.

#### **Other responsibilities (as required)**

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

#### **A mandatory requirement of this role is:**

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

### **Competencies – How you may be assessed**

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

#### **Vision:**

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

#### **Results:**

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

#### **Accountability:**

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

### **Additional information**

- This role description works in conjunction with the Candidate Information Package.