

Role Description

Senior 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.	24270	Content Manager No.	24/545878
Work Unit	Business Support Services Finance Support Infrastructure Services Division		
Location	Brisbane		
Classification	AO6 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week		
Job Type	Permanent Full-time		
Salary Range	\$114,115 – \$121,876 per annum 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

Your opportunity

As the Senior Finance Officer you will:

- Apply expert financial and asset accounting skills and ensure compliance with statutory and administrative reporting requirements.
- Assist in the development and implementation of financial and operational policy and procedures.

The Senior Finance Officer reports to the Manager, Infrastructure Services Division.

Your role

Responsibilities include:

- Maintain accurate and up-to-date financial records related to the department's assets, including tracking acquisitions, depreciation, and disposals.
- Ensure compliance with accounting standards, government regulations, and internal policies in all asset-related transactions and reporting.
- Work closely with various internal and external stakeholders to ensure accurate recording of asset transactions and alignment with organizational goals.
- Prepare financial reconciliations, raising journal entries and working papers and implementing appropriate financial policies, systems, procedures and practices to ensure the integrity of the department's general ledger and budget development systems.
- Identify opportunities for improving asset management processes, efficiency, and effectiveness. Implement best practices to enhance financial controls and reporting accuracy

- Undertake complex research activities and prepare submissions, reports and briefing materials for senior officers and forums on financial policy and management issues.
- Identify departmental training needs in financial accounting and management and contribute to the development and implementation of strategies and training programs to meet these needs.

Other responsibilities (as required)

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

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.