Finance Officer (AO5)

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| --- | --- |
| Unit | Business Performance and Modelling |
| Group | Financial Resource Services |
| Division | Finance Division |
| Location | Brisbane |



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| --- | --- | --- |
|  | **Role Type:** | Permanent Flexible Full-Time |
|  | **Salary:** | $100,219 - $108,698 per annum |
|  | **Contact:** | Gina Mourgelas |
| 07 3145 3763  [Mourgelas.Gina@police.qld.gov.au](mailto:Mourgelas.Gina@police.qld.gov.au) | |
|  | **Job Ref.** **No.:** | QLD/577847/24 |
|  | **Closing Date:** | Friday, 26th July 2024 |

Working relationships

**Reports to:** Principal Finance Officer

**Direct reports:** 0



|  |  |  |
| --- | --- | --- |
|  | **Role Type:** |  |
|  | **Salary:** | QSS to complete |
|  | **Contact:** |  |
|  | **Job Ref.** **No.:** | QSS to complete |
|  | **Closing Date:** | QSS to complete |

Working relationships

**Reports to:**

**Direct reports:**

**QPS PD Ref No:** Click or tap here to enter text.

Date of Review:

d

Our Workplace

We are committed to building inclusive cultures that respect and promote **human rights**, **diversity, and inclusion**.

We provide equal opportunities for everyone in our organisation, irrespective of gender, culture, generation, sexual orientation, or disability. We promote a respectful workplace culture that is free from all forms of harassment, workplace bullying, discrimination, and violence. We embrace the benefits of supporting and retaining a mobile, flexible, and agile workforce.

**Be a pivotal part of one of Queensland’s biggest teams #qldpolice. Find your change here!**

Our Team (Where You Will Be Working!)

Finance Officer roles are based either in corporate Finance Division or in QPS Region/Command/Division offices. They provide advice and support to clients regarding a range of financial accounting activities including revenue, expenses, asset stocktakes and FBT returns. The position also supports the Principal Finance Officer in preparation of budgets and reports for clients.

QPS PD Ref No:AS0015

**QPS PD Ref No:** Click or tap here to enter text.

Date of Review:

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QPS PD Ref No:Click or tap here to enter text.

## Your key accountabilities

The core capability requirements for this role are:

* Provide specialist advice to clients and stakeholders on a broad range of financial policies, practices, procedures, and systems with a strong focus on customer service
* Coordinate financial administration, compliance and reporting activities, including revenue, expenditure, FBT and tax compliance, asset management and stocktake for the Region/Command/Division
* Assist with the review and analysis of monthly expenditure and revenue to identify and investigate variances and facilitate corrective action to enhance operational policing activities
* Assist the Principal Finance Officer with the preparation of annual operating and capital budgets and reporting for Region/Command/Divisions
* Support the development and implementation of business improvement initiatives through demonstrated commitment to the ongoing enhancement of financial management processes, procedures and systems
* Develop and maintain positive, constructive relationships and networks with internal and external stakeholders to the Division.

## Leadership stream

[*Leadership Competencies for Queensland*](https://www.forgov.qld.gov.au/__data/assets/pdf_file/0025/182527/leadership-competencies-for-queensland-brochure.pdf) describes what highly effective, everyday leadership looks like in the public sector regardless of whether the role has responsibilities to manage or lead others.

Your application needs to demonstrate the behaviours of the Leadership stream indicated below.

Be prepared to discuss / reflect on these behaviours in the event you are invited to attend an assessment interview.

This role has been identified as Individual contributor.

**Individual contributor**

*Leading Self*

**Team leader**

*Leading others   
and/or projects*

**Program leader**

*Leading teams and/or   
programs*

**Executive**

*Leading the function*

leadership

specialist/technical

Balance of leadership and technical responsibility





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## Role Requirements

|  |  |
| --- | --- |
| Mandatory | Nil mandatory however a demonstrated knowledge and understanding of financial management practices and processes within a complex work environment would be highly regarded |
| Qualification | Nil mandatory however qualifications in accounting or related disciplines would be highly regarded |
| Technical/ Operational/ Educational experience | Nil |
| Other | Knowledge and experience using SAP ECC would be highly regarded |

## How to apply

[](https://smartjobs.qld.gov.au/)Submit a written statement of no more than 2 A4 pages outlining your suitability for the position by addressing the by addressing the Key Accountabilities at the level of the Leadership stream indicated. Your statement should include examples of previous performance and demonstrate leadership behaviours at the level of the Leadership stream.  
  
Please use examples from your work to date to showcase how your skills and experience match the requirements of the role.

Refer to the ***Applicant Guide*** for additional information on how to apply.

## Other Information

Appointment to this position will be made pursuant to the provisions of the *Public Sector Act 2022*.

Terms and conditions of employment will be in accordance with the Queensland Public Service Officers and Other Employees Award - State 2015 and the current Queensland Police Service Staff Member Certified Agreement 2023.

Refer to the **Applicant Guide** for further essential information relating to this role including Police Security Checking Guidelines, eligibility for appointment and other important conditions that apply to this employment.

The Queensland Police Service (QPS) is collecting information for the purpose of processing your application for an advertised QPS vacancy. The collection of this information is authorised by the *Police Service Administration Act 1990*.

Applications will remain current for 12 months.

