

# Department of Education

## STATEMENT OF DUTIES – March 2020

<b>Title</b>	Finance Analyst
<b>Number</b>	Generic
<b>Division</b>	Corporate and Business Services
<b>Branch</b>	Finance and Budget Services
<b>Section</b>	Financial Services
<b>Sub-Section/Unit/School</b>	Financial Systems
<b>Supervisor</b>	Coordinator Financial Systems
<b>Award/Agreement</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 5
<b>Employment Conditions</b>	Permanent or fixed term, full time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
<b>Location</b>	South

### The Role

Contribute to the provision of high quality client focused services in Finance Systems. Assist the Coordinator Financial Systems in the implementation and co-ordination of appropriate strategies to support efficient financial management and systems operations for the Department.

### Level of Responsibility/ Direction and Supervision

The occupant of this position is responsible for the provision of accurate advice and information together with the efficient delivery of the effective performance of the team's services within required timeframes in accordance with State Service, the Department and Financial Services provisions and objectives and goals.

General direction and limited supervision provided by the Coordinator Financial Systems. The occupant is expected to exercise sound judgment and initiative in the performance of tasks.

The department has a range of delegations in operational areas including Finance, Human Resources 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 any specified limitations.

## Primary Duties

1. Assist with the provision of a business systems user support service for the Department's financial management information systems including:
  - Undertake general help centre tasks;
  - Analyse, triage, resolve, track and manage incidents and issues; and
  - Liaise with business units, schools, vendors and other stakeholders.
2. Assist in the design, development, implementation and ongoing support and maintenance of financial management information systems, including the development of business requirements, functional and/or technical specifications and business process documentation.
3. Deliver data and information, including analysis, advice and presentation material (reporting services) for:
  - Development of financial systems based reporting;
  - Business units or schools requests for data/information;
  - Key Departmental financial data sets.
4. Provide key contributions to priority projects as required.
5. Perform other duties as envisaged by the assigned classification under the relevant industrial award or agreement and in accordance with the skills, competence and training of the occupant.

## Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates in this context. 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. Demonstrated experience in providing business system user support.
2. Demonstrated ability in the provision of contemporary Information Technology solutions in a financial management environment including upgrade analysis, design of enhancements, testing and documenting, in technologies relevant to the Department.
3. Demonstrated analytical and conceptual skills to analyse end user requirements and needs, identify issues, develop suggested solution, outline options for action and make recommendations.
4. Effective project management skills and the proven ability to work independently and efficiently as part of a team to deliver quality and timely outputs that contribute to efficient business operations.

5. High level communication and interpersonal skills to be able to liaise, problem solve, collaborate and negotiate with a range of stakeholders
6. Personal skills of flexibility and initiative, self motivation and capacity for innovation.

## Requirements

- Essential**
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.
    - Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Desirable**
- A Diploma in Accounting or equivalent.

## Working within the Department of Education

The Department is responsible for providing public education, vocational education and training, adult and community education, and library and archive services throughout Tasmania.

Our strategic focus is centered on achieving the Tasmanian Government's priorities for education, training and information services. These priorities are expressed through the goals of the *Learners First: Every Learner, Every Day* Strategic Plan, and the *Libraries Tasmania Strategy*.

<b>Our Commitment</b>	Together we inspire and support all learners to succeed as connected, resilient, creative and curious thinkers.
<b>Our Values</b>	Aspiration, Respect, Courage and Growth.
<b>Our Goals</b>	Access, Participation and Engagement; Early Learning; Wellbeing; Literacy and Numeracy.

Our strategies aim to transform the way Tasmanians access education, training and information services, provide a fresh and exciting approach to lifelong learning and build an education system that inspires and supports all learners to succeed as connected, resilient, creative and curious thinkers.

## Information and Records Management

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the Department without permission.

## State Service Principles and Code of Conduct

Employment in the State Service 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 DoE Condition of Use policy statement located at [Department of Education: Information technology policies](#)

## Work Health and Safety and Workplace Diversity

The Department is committed to high standards of performance in respect of work health and safety and managing diversity. All employees are expected to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

In accordance with the *Work Health and Safety Act 2012*, all employees whilst at work are expected to participate in maintaining safe working conditions and practices and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instruction given by the Agency to ensure compliance with the Act and collaborate with Agency work health and safety policies, procedures and guidelines.

The Department of Education is committed to providing a safe workplace for all employees and has zero tolerance to all forms of violence.

State Government workplaces and vehicles are non smoking environments.

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**Category/funding/restrictions:** Permanent or Fixed Term. Cost code: As Specified

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**HR Office use only:**

**APPROVED BY HRM DELEGATE:** 973874 – Assistant Director Workforce and Personnel Services – March 2020

VEM: 48896, 503918, 7000934, 7003693

Date Duties and Selection Criteria Last Reviewed: 02/20 VRH

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