




JOB AND PERSON SPECIFICATION

Title of Position: Finance / Building Services Officer
Classification: ASO2
Location: Northern Country Business Centre
Reports To: Team Leader Finance

CORRECTIONAL SERVICES
Position No: M29236
Division: Statewide Services

JOB AND PERSON SPECIFICATION APPROVAL


..... 10 / 03 / 26 ..
Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Finance / Building Services Officer is accountable to the Business Centre Manager, for the provision of a quality administrative and support service relating to accounting and financial management service and physical resources within a geographical region.

KEY STAKEHOLDER INTERACTION

The Finance / Building Services Officer reports to the Team Leader, Finance and works collaboratively as a member of the Business Centre team for the region.

The position works closely with staff in Finance and Assets, Central Office, support staff across the Department and staff from external agencies in particular, Shared Services SA.

BRANCH PROFILE

There are three Correctional Business Centres across the State of South Australia that provide a range of business services including Human Resources, Finance, OHS and Procurement functions to the Custodial Services and Community Corrections Directorates within a geographical region.

The Centres service 3 geographical regions as follows:

- Northern Metropolitan (YLP, APRC, AWP, NMCCR) located at Northfield
- Southern Metropolitan (ARC, SMCCR) located at Edwardstown
- Northern Country (PAP, PLP, NCCCR) located at Port Augusta

The Northern Country Correctional Business Centre provides a range of business services including Human Resources, Finance, WHS, and Procurement functions to the Custodial Services and Community Corrections Directorates within a geographical region. These include Port Augusta and Port Lincoln Prisons, Port Augusta, Port Pirie, Whyalla, Port Lincoln, Ceduna and Coober Pedy Community Correctional Centres.

SPECIAL CONDITIONS

- Section 47 of the Public Sector Act 2009 applies in conjunction with other provisions of the act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a National Criminal History Check;
- A current South Australian Driver's Licence is essential;
- A flexible approach to working hours is required;
- Some interstate and intrastate travel will be required which may necessitate overnight absences.

HIGHLIGHTED EMPLOYMENT CONDITIONS

A requirement to understand, observe, conform and adhere to:

- Legislative requirements that apply to the role. This includes, but is not limited to, the Public Sector Act; Correctional Services Act, Work Health & Safety Act, Return to Work Act, Equal Opportunity Act, Independent Commissioner Against Corruption Act, the State Records Act, and various relevant industrial awards and enterprise agreements. The Public Sector Principles and Practices including the SA Public Sector Code of Ethics, the Professional Conduct Standards, the Commissioner's Determinations and Guidelines, Information Privacy Principles, Information Sharing Guidelines, DCS Human Resource policies and guidelines and DCS Core Values.
- DCS employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and DCS policies and procedures, including complying with any reasonable instruction associated with these documents.

KEY AREAS OF ACCOUNTABILITY

The Finance / Building Services Officer will assist with the effective and efficient financial management of business units within a geographical region by providing administrative support which may include the following:

- Budget expenditure and revenue administration
- Request for invoices (for external agencies) and transfer of expenditure (for internal agencies)
- Providing general information and attending to customer enquiries regarding prison industries and community service cost share programs
- Reconciliation of bank accounts
- Reviewing expense claims for staff
- Distributing and monitoring the return of monthly credit card statements and mobile phone accounts
- End of financial year activities and reporting requirements
- Obtaining reports from the DCS Financial Management Reporting system as required
- Maintaining records and reporting unclaimed monies

Undertake a range of duties to provide an effective and efficient administrative support service to maintain the physical resources in the business units within a geographical region by:

- Maintaining Asset Registers and recording any addition, deletion and transfer of assets
- Conducting physical audits of the assets in the Business Units within the region
- Investigating and reporting discrepancies in the Asset Register and completing appropriate forms to rectify discrepancies
- Assisting in preparing, researching and obtaining quotations for Works and Equipment submissions

Undertake a range of duties to provide an effective and efficient administrative support service to Prison Building Services by:

- Maintain local property and maintenance service registers and assist with preparing documentation for the tendering process.
- Create and monitor requisitions using the departmental e-procurement system.
- Maintaining accurate facilities management records by recording all faults using the standard system.
- Gathering information and supporting documentation to assist in the determination to repair or replace plant and equipment implementing preventative maintenance schedule.

Responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.

Responsible for early notification and reporting of workplace hazards, incidents and injuries.

QUALIFICATIONS

Essential: Nil

Desirable: Nil

PERSONAL CRITERIA**Essential Criteria**

- Demonstrated ability to deliver of quality customer service.
- Demonstrated ability to communicate effectively, both verbally and in writing, including the ability to produce quality outcomes whilst maintaining confidentiality.
- Ability to maintain and encourage a team approach by displaying high morale and a positive and supportive outlook when interacting with other members.
- Proven ability in organising, prioritising and coordinating high volumes of work, working with limited supervision and maintaining accuracy in meeting set timeframes.
- Demonstrated use of initiative and self-motivation.
- Proven ability to be flexible and adapt to workplace changes.
- Demonstrated knowledge and experience in the use of Microsoft Office software and effective administrative procedures.

Desirable Criteria

- Knowledge and experience of government accounting and financial processes and procedures
- Understanding of the responsibilities of Government employees in relation to the State Records Act
- General knowledge of personnel management principles under the Public Sector Act, Work Health & Safety Act, and the Equal Opportunity Act.
- General knowledge of DCS organisational structure and the South Australian Justice system.