



POSITION DESCRIPTION

POSITION TITLE:	Finance Co- Ordinator
Entity	Legislature-General
Unit	Corporate Services
Reports To	Manager Finance and Property
Direct Reports:	N/A
Award and Band Level	Tasmanian State Service Award Band 6
Employment status	Permanent Full Time
Full Time Equivalent (FTE)	1.0
Ordinary Hours per week	Average of 36.75 hours per week
Location	Parliament House, Hobart, Tasmania Intrastate travel will be required



RESPECT



INTEGRITY



TRUST



INCLUSIVITY



EMPOWERMENT



COLLABORATION

About Us
The Parliament of Tasmania is a meeting place where elected representatives meet to make laws, authorise the expenditure of public funds, scrutinise the government of the day and give a voice to their constituents in the electorates. The Parliament is made up of 3 separate entities consisting of: • House of Assembly – which provides services to the Members of the House of Assembly, including chamber and committee support in the discharge of their constitutional and parliamentary responsibilities as elected Members. • Legislative Council – which provides services to the Members of the Legislative Council, including chamber and committee support, in the discharge of their constitutional and parliamentary responsibilities as elected Members. • Legislature -General – which provides joint services to support Members of Parliament, officers, and staff of the Parliament. These services broadly relate to building and facilities, catering and dining, library and research, Hansard, and ICT and broadcasting of proceedings.

Why work at Parliament of Tasmania
• A unique opportunity to contribute to democracy in Tasmania • Develop capability in delivering innovative, responsive, and impartial professional services. • A supportive environment to enable our people to do their most purposeful and rewarding work. • Deliver value that makes a real impact • Generous leave provisions and benefits • This might be your best role ever

Position Purpose
This position is responsible for maintaining and continuously improving financial processes across finance operations. The role provides specialist support, advice and analysis to staff on financial processes, internal controls and taxation obligations, ensuring accuracy, compliance and consistency in financial operations. It also supports effective delivery by working collaboratively with managers across business units to strengthen processes, mitigate risk and enhance financial outcomes.

Key Accountabilities/Duties
• Support the delivery of financial operations, ensuring direct impact on financial compliance, accuracy, and employee remuneration outcomes. • Oversight of day-to-day processing of payroll, accounts payable, accounts receivable and fleet management activities. • Ensure accurate, timely and compliant delivery of payroll and associated financial processes in accordance with legislative and policy requirements. • Maintain integrity of the general ledger, including preparation and review of bank and balance sheet reconciliations and business activity statements (BAS). • Monitor and improve financial processes to strengthen compliance, mitigate risk, and support efficient service delivery across finance operations. • Provide timely advice and support to the Manager Finance and Property on operational issues, process improvements, and compliance obligations. • Contribute to the preparation of management reports and financial statements, ensuring accuracy, completeness and alignment with organisational and statutory requirements.

Key Challenges
• Managing a diverse workload with tight deadlines and competing commitments and priorities which require negotiating and re-prioritising own work and the schedule of colleagues.

- Delivering outcomes through planning, coordination and mentoring the finance team.
- Exercise initiative and flexibility to develop options and recommendations to solve problems.
- Working in the Parliamentary environment, while being sensitive to the role and reputation of parliament and remaining apolitical.

Key Relationships

- Manager finance and property services – receive direction, provide advice, and align initiatives with broader unit priorities.
- Members of Parliament and Parliamentary Staff – liaise with and provide advice on financial operations, including payroll processes.
- Parliamentary unit managers – collaborate and consult

Level of responsibility

- Operating with considerable independence in determining work priorities, resolving payroll and financial operation issues.
- Guidance and instruction may be received in relation to changes to legislation, industrial agreements, financial policies, audit findings or system enhancements.

Essential requirements

- Tertiary qualification in Business or related discipline (or relevant experience).
- Demonstrated in depth experience and expertise in financial operations, including payroll oversight
- It is a condition of your employment that you must be an Australian citizen or permanent resident, a New Zealand citizen, or hold a current visa which allows you to work in Australia.
- It is a condition of your employment that you are deemed to be of suitable character. This assessment will be subject to a satisfactory result from a Nationally Coordinated Criminal History Check.
- It is a condition of your employment that you are assessed as being fit for duty to perform the duties of your role. To determine your fitness for duty, you may be asked to provide a declaration of your health status, including disclosure of pre-existing medical conditions.

Desirable requirements

- Professional Membership of either Chartered Accountants Australian & New Zealand (CAANZ) or Certified Practising Accountants (CPA).

Selection Criteria	
Capability Name	Capability Indicators
Judgement, common sense and strategic thinking applied to identify and analyse problems/key issues, determine alternative approaches and assess their consequences, and provide advice and recommendations.	• Provides authoritative and consultative advice on specialised area; • Presents logical arguments and evidence-based conclusions for decision making; • Identifies strategic issues and risks and factors them into planning, decision making and priority setting
Delivers quality results by managing self, time and resources and prioritises work to deliver outcomes on time. Accept responsibility and be accountable for	• Establishes and reviews work plans to deliver objectives effectively; • Contributes to and co-ordinates input from others and negotiates changes to outputs, deadlines and resources;

quality of work to both internal and external clients.	• Promotes and contributes to a client focus and continuous improvement; • Effectively manages self and team to deliver high standard of client focus and work quality.
People and leadership skills evidenced by working co-operatively as part of a team or group. Manages others effectively, models leadership behaviours and leads by example to deliver positive business outcomes.	• Leads, informs, influences and mentors in areas of expertise, and promotes broad objectives; • Actively contributes to a positive team environment and uses networks to obtain results; • Provides, seeks, values and acts upon constructive and regular feedback; • Promotes and shares learning and seeks opportunities for self-development.
Communicates effectively with colleagues and external stakeholders adapting communication styles to suit different situations.	• Prepares documentation to a high level and prepares drafts of more complex interpretive material; • Confidently and clearly informs stakeholders with regard to complex information and concepts; • Represents department in area of expertise, negotiates and influences outcomes both internally and externally.
Builds & maintains productive working relationships with colleagues, clients and stakeholders (both internal and external) with a demonstrated capability to nurture relationships; facilitate cooperation and partnership; value difference and diversity; and guide, mentor and develop people.	• Establishes co-operative relationships with clients and stakeholders to identify service requirements and to plan effectively for their delivery; • Facilitates and promotes co-operation and awareness between work areas and organisations; • Seeks feedback from stakeholders to gauge satisfaction; • Proactively and persuasively conveys information and advice to external and internal stakeholders.
Change responsiveness evidenced by an individual's response and approach to change including their ability to positively adapt, manage and implement change.	• Identifies and initiates change at the team/area/whole of department level and contributes to and supports change across all levels; • Leads change and supports others to adjust to change; • Responds positively and effectively to unexpected change and manages own and others' expectations; • Assesses the impact of change; identifies and implements solutions to support change agenda.
Professional ethics Demonstrated capability to be ethical and professional.	• Consistently behaves in a manner that complies with our Code of Conduct, Core VALUES, and our policies and procedures. • Recognises impact of own behaviour on others and modifies behaviour accordingly. • Develop understanding of own capabilities and seek opportunities for personal and professional development. • Values people for their contribution.