ACT Government
Transport Canberra and City Services

POSITION DESCRIPTION

Division: Chief Operating Officer

Branch: Chief Finance Officer

Business Unit: Finance

Position Title: Finance Applications Officer

Position Requirements: n/a

Position Number: P49735

Classification: Administrative Officer Grade 6

Position Status: Permanent

Position Hours: Full Time 36:45 hours per week.

Reports to: Director Financial Reporting & Systems

Location: Dickson

Last Reviewed: January 2023

DIRECTORATE OVERVIEW

Join Transport Canberra and City Services as we deliver quality services that make Canberra a great place to live. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends, and community. We value our people; we support diversity and we strive to be a great place to work.
Join our team of over 2,000 employees already at work in one of our 50+ locations across Canberra and help us shape our city for tomorrow.
Learn more about who we are on the Transport Canberra and City Services website.

DIVISION OVERVIEW

Chief Operating Officer (COO)

The Chief Operating Officer (COO) Group oversees corporate business operations and provides essential services and support to each area within TCCS. The COO Group comprises Governance and Ministerial Services, People and Capability, Safety and Wellbeing, Legal and Contracts, Chief Finance Officer and Chief Information Officer.

BUSINESS UNIT OVERVIEW

The Finance Branch is responsible for facilitating the management of the Directorate's budget, and providing financial advice to the Minister, the Executive Leadership Team, and line managers. The Finance Branch plays a key role in developing strategic approaches to improving financial management practices, cost effectiveness and resource allocation across the Directorate and co-coordinating the Directorate's budget and financial processes. The Finance Branch works closely with Shared Services to provide financial services, accounting and technical reporting capabilities to the Directorate.

The Finance Branch is committed to the following values:

- Displaying trust, respect and integrity in our professional and business relationships
- Responsiveness, reliability and respect in supporting the Directorates management outcomes
- Professionalism - achieving excellence in what we do
- Working together as an integrated team within teams
- Communicating openly and honestly
- Continuous leaning and development where people demonstrate adaptability

POSITION OVERVIEW

This position facilitates the implementation of the Oracle Procurement Contracts Cloud Module across the Directorate in line with the Whole of Government roll out. The position involves liaison with all stakeholders in the Business units to successfully implement the module and provide support and training.

This role requires a person who can inspire, energise and positively influence team and individual outcomes. Effective employee engagement skills are a key enabler in the performance of this role.

This position requires a person with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

DIVERSITY STATEMENT

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

WHAT YOU WILL DO

Facilitate the implementation project for the Oracle Procurement Contracts Cloud Module within all Business Units of TCCS in line with the Whole of Government roll out and support the Directorate wide systems such as Accounts Payable Invoice Automation System (APIAS).

- Support Finance Business Partners and End Users to utilise the full functionality of the modules and APIAS to improve TCCS financial and contract management practices.
- Build financial reporting and analysis capabilities in the Module to support Finance Business Partners to deliver financial reporting to Business Units.
- Deliver training to all TCCS users of the Module.
- Assist Finance Business Partners to prepare monthly reconciliations between all finance systems through module use and reporting outcomes.
- Support Procurement and Contract Management to deliver the full functionality of the module to improve contract management capability within TCCS.
- Other ad-hoc tasks as required.
- This position does not involve direct supervision of staff.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

1. Experience in the management of financial systems, preferably Oracle Financial products, with the ability to deliver training to users and end-user support.

2. Prepare internal and external reports, dashboard reports, analyses and advice that meet the needs of Executives and Line Managers.

3. Ability to manage workload priorities within a small team, work to multiple deadlines and deliver high quality outputs under pressure.

4. Effective communication skills, both oral and written, problem-solving skills and the ability to establish effective working relationships with colleagues and stakeholders at a range of levels.

5. Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

Professional / Technical Skills and Knowledge

1. Relevant experience to perform the duties of the position.

Behavioural Capabilities

1. **Team-Work, Community/Stakeholder Relationships** – work cooperatively with others and focus on achieving the best result for customers and the broader community.

2. **Service Delivery, Service Alignment** - align my actions, advice and information I provide with the Government's priorities/directions and stakeholder needs.

3. **Achieves Results with Integrity, Delivering Results** – achieve agreed outcomes within the specified responsibilities and governance frameworks that apply to my role and ACTPS organisation.

Compliance Requirements / Qualifications

1. Permanent resident of Australia.

2. Relevant Tertiary qualifications – highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of *Finance Applications Manager* (position number *P49735*) and indicates how frequently each of these requirements would be performed. Please note that TCCS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

This position is located in a workplace designated for Activity Based Working (ABW). ABW transforms the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

ADMINISTRATIVE	**FREQUENCY**
Telephone/Mobile Phone use	Frequently
General computer use/in field technology	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never

STANDARD HOURS	**FREQUENCY**
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Requirement to work overtime	Occasionally
Rostered shift work	Never

SOCIAL DEMANDS	**FREQUENCY**
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	**FREQUENCY**
Distance walking (on roads, paths or nature strips)	Never
Working outdoors	Never

MANUAL HANDLING	**FREQUENCY**
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never

Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	**FREQUENCY**
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
Frequent travel – interstate	Never

SPECIFIC HAZARDS	**FREQUENCY**
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material or work sites	Never

OTHER	**FREQUENCY**
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally