

Role Description

Finance Coordinator

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

20344

Content

Manager No.

21/276327

Work Unit

Nominated School

Nominated Region

Early Childhood and State Schools Division

Location

Nominated location

Classification

AO5 Qld Public Service Officers and Other Employees Award - State 2015

36 ¼ hour week

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Finance Coordinator, you will:

- Coordinate school financial activities ensuring the delivery of a range of high quality, cost effective and innovative services by providing leadership, guidance and support to staff.
- Develop, implement and monitor financial services in consultation with the Business Manager, Principal and leadership team to ensure school financial needs are met and comply with departmental and governmental legislation, policies and procedures.

The Finance Coordinator reports to the Principal through the Business Manager.

Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Review financial policies, procedures and administrative support systems to assist the school to meet its obligations under the Government's financial management framework including legislation, guidelines and standards.
- Ensure the integrity of the school's financial functions by completing necessary, regular financial management oversight activities and monitor financial performance.
- Provide specialist advice and support to the leadership team, staff and school community regarding financial management and accountability in the delivery of financial and budgetary management and operational strategies to comply with all standards, legislative, policy and procedural requirements.



- Manage the provision and application of financial resources to support the strategic direction of the school in a dynamic environment and provide advice on a range of financial services, which may include school financial reporting, budget management, procurement management, banking, accounts receivable and payable processing, debt collection and asset management and accounting for commercial activities.
- Develop, implement and review systems and processes for continued effective operation of school financial operations to align with departmental and school objectives.
- Manage school financial activities to effectively analyse and report on financial performance against agreed objectives through the development of monitoring and reporting systems.
- Implement systems and processes to ensure the financial integrity of business operations and make recommendations to the Business Manager and Principal on modifications and improvements where necessary.
- Develop and deliver training to staff regarding school financial management to ensure that services provided support the educational management activities of the school.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

A mandatory requirement of this role is:

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.