

<b>Role Title</b>	Finance Officer
<b>Location</b>	Samoa
<b>Classification</b>	NS2
<b>Reports to</b>	Manager Operations
<b>Employment Status</b>	Full-time, fixed term
<b>Duration</b>	Until 30 June 2023

### About TAFE Queensland and the Australia Pacific Training Coalition

TAFE Queensland is the largest and most experienced provider of vocational education and training in the state, with a history of serving Queensland's communities for over 130 years. On 1 July 2013, TAFE Queensland was established as an independent statutory body under the TAFE Queensland Act 2013.

Each year TAFE Queensland enrolls over 125,000 students across a network of over 50 campuses, in employers' workplaces, online and in markets offshore. Our offering spans foundation skills and entry-level qualifications to higher education degrees across more than 500 programs.

Our unique structure and state-wide delivery model support our commitment to working with students with diverse abilities from a wide range of socio economic and cultural backgrounds, in regional, remote locations and off shore. Our responsive approach allows us to adapt our offering to meet the needs of industries, delivering training that strengthens communities and provides real employment opportunities for graduates.

The distinguishing characteristic of all of TAFE Queensland's programs is that they are built to meet the needs of employers and the broader industry. Students engage in practical, applied learning that gives them the skills they need to be job-ready and go further in their careers.

In addition to the six regions, TAFE Queensland manages the Australia Pacific Training Coalition (APTC) on behalf of the Department of Foreign Affairs and Trade (DFAT). APTC is an Australian Government development program established in 2007. APTC works in partnership with industry, governments and selected Technical, Vocational Education and Training (TVET) institutions to assist the development of a more skilled, inclusive and productive workforce aligned with labour market requirements to enhance Pacific prosperity.

APTC provides Australian standard training qualifications across the Pacific and forms partnerships and coalitions with TVET stakeholders to achieve training outcomes and reforms of the Pacific TVET system. APTC is currently pivoting to support the Pacific Island Countries to respond to the impacts of COVID-19. APTC has country offices established in Fiji, Vanuatu, PNG, Samoa and the Solomon Islands. The Country Offices are supported by a range of services provided from a regional office located in Suva, Fiji.

As an employee of APTC, you will be part of a leading provider of further education and training committed to quality teaching, a safe working environment and delivering real outcomes for our students.

For more information about TAFE Queensland visit [www.tafeqld.edu.au](http://www.tafeqld.edu.au)

For more information about the APTC visit: <http://www.aptc.edu.au/>

### About the Role

The Finance Officer has key responsibility for administering and implementing the financial operations of the APTC Samoa office ensuring that financial activities are undertaken in accordance with APTC policies and work

instructions. The officer will support Country Director and Manager Finance Pacific in completing all finance activities.

### Key Responsibilities and Duties

- Process and monitor financial transactions within the APTC finance system for the office including, but not limited to, purchase orders/invoices, sales invoices, student stipends, fixed asset purchases, payments and approval workflow.
- Work with the Regional Head Office Finance team to manage finance documentation, scan and record financial correspondence, and manage the finance mailbox.
- Liaise with the APTC Manager Finance and the APTC Payroll Officer regarding adherence to, and changes to, relevant labour laws including processing of local income tax and other payments, and reporting.
- Complete GST/VAT and other consumption tax reporting requirements.
- Administer in-country procurement requirements, coordinate the process of obtaining quotes, raise purchase requisitions, purchase orders and invoicing, and establish standing orders, where appropriate.
- Administer the petty cash account and restaurant float ensuring prompt reimbursements of expenses and weekly reconciliations of account and daily reconciliations of restaurant float during operational periods.
- Under direction from the Regional Head Office Finance Team, administer banking functions including invoice payments, preparation of cheques, preparation and issuance of invoices for fee-paying students, electronic funds transfers, requisitions for cash advances, access bursary and operational account replenishments.
- Administer bad debts ensuring proper records are maintained and reporting outcomes to the Country Director and the APTC Finance Manager on a regular basis.
- Prepare reconciliations as required within the APTC finance framework such as weekly bank reconciliations and monthly account reconciliations.
- Adhere to the finance and accounting practices in line with DFAT (Australian Aid) and APTC guidelines.
- Prepare access bursary stipend and establishment payments (if required) for students ensuring adequate records of transactions are maintained and assist students with bank account establishments.
- Establish good communications with the country customs and duty office and process all claims for duty exemption.
- Provide a high level of customer service for the APTC, both internally and externally.

#### NOTES:

1. The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this level.
2. The incumbent is expected to be collaborative, flexible and willing to assist others during peak periods and absences, as required.

**Within the context of the Key Responsibilities and Duties described above, the incumbent will be required to:**

<p><b>Demonstrate professionalism and integrity by:</b></p>	<ul style="list-style-type: none"> <li>• Adhering to the APTC Staff Code of Behaviour, the APTC Staff Conduct Protocols, and TAFE Queensland's Code of Conduct.</li> <li>• Adhering to DFAT Policies as they relate to APTC.</li> <li>• Adhering to the APTC Close Personal Relationship Policy.</li> <li>• Adhering to the APTC's Child Protection Code of Conduct.</li> <li>• Adhering to APTC policies and regulations, including equal opportunity, anti-discrimination and harassment and those of TAFE Queensland.</li> <li>• Working safely and ensuring others, including students, work safely.</li> <li>• Complying with all accreditation and audit requirements.</li> <li>• Treating people fairly and equitably and being transparent in decision making.</li> <li>• Taking responsibility for timely and accurate completion of work with a strong attention to detail.</li> <li>• Demonstrating initiative in considering alternative ideas</li> </ul>
---	---

<b>Support productive relationships by:</b>	<ul style="list-style-type: none"> <li>• Respecting the needs and contribution of team members.</li> <li>• Accepting team decisions.</li> <li>• Taking responsibility for their own performance.</li> <li>• Providing support to other team members.</li> <li>• Demonstrating initiative within the team.</li> <li>• Demonstrating a pro-active and enthusiastic demeanor.</li> </ul>
<b>Achieve results by:</b>	<ul style="list-style-type: none"> <li>• Taking responsibility for meeting objectives and achieving shared goals.</li> <li>• Providing courteous, prompt and professional service to external and internal clients.</li> <li>• Responding positively to change.</li> <li>• Being innovative and identifying and implementing improved work practices.</li> </ul>
<b>Communicate with influence by:</b>	<ul style="list-style-type: none"> <li>• Effectively presenting information – both verbally and in writing</li> <li>• Accepting and acting on constructive feedback</li> <li>• Attending and actively participating in scheduled meetings</li> </ul>

### Key Selection Criteria

1. Diploma level qualification in administration, finance or accounting or post-secondary qualification and demonstrated experience in a related field.
2. Proven ability to work independently, often under pressure, and exercise sound judgement in the development and implementation of financial management functions.
3. Demonstrated experience in operating within a finance environment using computerised finance systems.
4. Experience in establishing priorities, organising workloads, achieving objectives and meeting tight deadlines within medium to large business such as an education provider.
5. Intermediate skill level in the use of Microsoft Excel and financial software systems.
6. Excellent interpersonal and communication skills with an eye for detail combined with sound written and oral communication skills in English & local language.
7. Ability to work collaboratively as part of a small and dedicated team, as well as across multiple sites.

### Personal attributes

1. Ability to work with colleagues to enhance teams' strengths and encourage high performance.
2. Well-developed interpersonal communication skills and the ability to develop effective working relationships.
3. Ability to respond positively and adapt to a changing environment to maintain effective performance.

### Desirable Selection Criteria

1. Intermediate or advanced skills in the use of Microsoft Word, Outlook and PowerPoint.
2. Experience working within an educational organisation would be an advantage.
3. Experience working on an aid-funded project, preferably Australian Government, would be an advantage.

### Additional Information

1. You may be required to travel and work across various APTC locations.
2. Travel and overnight absences from base may be required for this position.
3. The possession of a motor vehicle driver's license is essential.
4. A criminal history check will be initiated on the preferred applicant.
5. You may be required to undergo a medical check.
6. A non-smoking policy applies in APTC buildings, offices and motor vehicles.
7. If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
8. The successful applicant will be required to complete a period of probation.
9. The successful applicant maybe required to obtain a Working with Children's Check.

### Inherent Physical Requirements

