



**GOVERNMENT HOUSE**  
QUEENSLAND

**POSITION DESCRIPTION**

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<b>Designation</b>	Personnel and Accounts Officer
<b>Location</b>	Office of the Governor Government House 168 Fernberg Road Paddington QLD 4064
<b>Postal Address</b>	Office of the Governor GPO Box 434 BRISBANE QLD 4001
<b>Website Address</b>	<a href="http://www.govhouse.qld.gov.au/">http://www.govhouse.qld.gov.au/</a>
<b>Classification</b>	A05 Level (Equivalent)
<b>Term</b>	Full-time - contract appointment – initially for 12 months (subject to a security check and a six-month probation) with possible extension by mutual agreement
<b>Reports to</b>	Chief Financial and Governance Officer
<b>Date of Review</b>	January 2020
<b>Job Ad Reference</b>	QLD/353269/20
<b>Closing Date</b>	Wednesday, 7 October 2020

**ORGANISATIONAL ENVIRONMENT**

The Office of the Governor exists to provide executive, personal, administrative and logistic support to the Governor and to manage Government House and the Government House Estate. This support enables the Governor to exercise the statutory and constitutional responsibilities and to fulfil the official, ceremonial, and civic duties of office.

The Office of the Governor comprises an Executive and Corporate area and three functional areas: Strategic Program & Protocol; Facilities & Operations; and Hospitality Services. The functional areas are overseen by the Deputy Official Secretary (DOS) who is responsible to the Official Secretary (OS) for the operations of Government House and the delivery of the Governor's program. The Office has a number of matrix management structures that enable effective delivery of the

Governor's program, principal amongst them is the Executive Management Group (EMG) comprising OS, DOS and Chief Financial & Governance Officer (CFGO).

The OS is the Chief Executive and Accountable Officer for the Office of the Governor and principal advisor to the Governor on constitutional, ceremonial and community duties.

An employee joining this environment acknowledges and agrees that the employee's duties will be undertaken within a unique environment and that it is an inherent requirement of the engagement that the employee must have and maintain the trust and confidence of the Official Secretary at all times.

#### **PURPOSE OF THE POSITION**

Along with the CFGO, manage the provision of corporate services, in particular personnel and financial management.

#### **REPORTING ARRANGEMENTS**

Working closely with the Executive Management Group, this role is ultimately accountable to the OS but reports on a daily basis to the CFGO.

#### **SUPERVISORY RESPONSIBILITIES**

NIL

#### **DELEGATIONS AND AUTHORITY**

NIL

#### **DUTIES**

##### **HUMAN RESOURCES**

- Maintain, to a high degree of accuracy, the Office of the Governor payroll system including, but not limited to:
  - preparation of information on wages and entitlements for casual and contract staff, increments, sick, recreation and long service leave, as well as payroll deductions such as salary sacrifice arrangements.
  - liaise with Queensland Parliamentary Service in relation to fortnightly pay run; and
  - verifying the accuracy of payroll data returned from Queensland Parliamentary Service.
- Maintain superannuation records for employees at Office of the Governor and have a contemporary knowledge of superannuation matters.
- Maintain, retain and dispose of personnel records for all staff in paper and electronic form.

- Maintain knowledge of public sector employment matters as they may affect Office of the Governor staff, including industrial relations, superannuation, taxation, pay and leave matters, Queensland Government circulars and directives. Attend meetings/seminars on Superannuation, FBT, GST, and other matters to keep in line with new technology and information.
- Maintain the administration of WorkCover, QSuper insurance and paid parental leave, as appropriate.
- Prepare necessary appointment, transfer and termination documentation for all staff at the Office of the Governor such as criminal history checks, letters of appointment, contracts, financial delegations, entitlements and salary sacrifice arrangements.
- Manage the process for issue and completion of annual returns and reports to Parliamentary Services, including payment summaries.
- Manage and respond to appropriate staff requests for information of records and payroll queries.

## **FINANCE**

- Maintain to a high degree of accuracy of the Office of the Governor accounts payable and receivable systems, including:
  - Process all accounts for payment and operate and maintain accounts system (Navision);
  - Ensure adequate controls and reporting mechanisms are implemented to maintain the integrity of the Office of the Governor's financial records;
  - Liaison with vendors and customers including resolution of queries in a timely manner;
  - Manage reconciliation of corporate travel and corporate credit card accounts;
  - Accounts receivable processing, receipting and review.
- In consultation with the CFGO, support financial planning processes including the monitoring and reviewing of the annual Office budget.
- Liaise with financial institutions regarding various matters such as corporate card, EFTPOS arrangements and cash balances.
- Prepare monthly bank reconciliation for review and approval.
- Maintain a contemporary knowledge of GST and ensure appropriate GST records and systems are maintained.
- Maintain relevant FBT data in financial management system.
- Provide assistance and ongoing training to team members in order to enable backup as required.

- Assist CFGO with preparation of reports, including but not limited to:
  - Annual financial statements and external audit.
  - TRIDATA for submission to Queensland Treasury. Develop and maintain knowledge of reporting requirements and systems.
  - Monthly Business Activity Statement (BAS) preparation and lodgment with the Australian Taxation Office.
  - Annual leave and long service leave central scheme (quarterly returns).
  - FBT returns, record keeping requirements and declarations. Maintain knowledge of FBT legislation and system, including training and development as required.

#### **OTHER**

- Assume responsibility for aspects of the administration function in the absence of the CFGO.
- Apply sound judgement in a sensitive environment.
- Prioritise tasks and ensure work is completed within designated timeframes.
- Maintain appropriate paper and electronic records using current electronic data record management systems (EDRMS).
- Participate in all Office of the Governor core training programs, training and development activities specific to the position.
- Actively engage in identifying and supporting continuous process improvement initiatives.
- As required, perform any other duties that are reasonable and lawful as directed.

<b>SELECTION CRITERIA</b>
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- Knowledge and experience in financial and human resource management practices and administration
- Ability to interpret and apply legislation, regulations, policies, guidelines, standards and procedures within a financial and human resource management environment.
- Demonstrated organisational skills with the ability to oversee and astutely manage numerous tasks, prioritise work and meet deadlines, be accountable for the performance outcomes of the financial and payroll service component of the organisation.
- Ability to establish and maintain relationships with internal and external stakeholders, to ensure the provision of efficient and effective corporate services.

- Highly developed written communication skills, including the ability to prepare, monitor and review complex documents.
- Ability to work cooperatively as a team member within a small team operating in a high-pressure environment with multiple demanding deadlines while maintaining a high level of confidentiality, tact, discretion, initiative and sound judgement.
- Proficient in the use of computer equipment and Microsoft Office products. Experience with Navision Dynamics 365, Aurion Payroll, document and records management (TRIM - HP/RM) applications is highly desirable.
- High level oral communication and interpersonal skills including the ability to manage workflows, liaise and consult with internal and external clients.
- Relevant experience in delivering high-level administrative and client support service in a structured and ordered manner including a high level of understanding of record keeping processes for public sector type organisations.
- Relevant qualifications in financial accounting and human resources or equivalent relevant experience and training.

#### **ADDITIONAL INFORMATION**

The Office of the Governor is committed to equal opportunity in employment.

Applicants will be subject to a Police criminal history check and the successful applicant required to sign a statement of confidentiality.

A non-smoking policy operates in the workplace.

#### **HOW TO APPLY**

To apply you should:

- Apply online at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)
- Include your current CV with the names of at least two referees.
- Provide a brief statement of no more than 2 pages describing why you consider yourself a suitable candidate for the position.