

## DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

### Duty Statement

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Classification : Parliamentary Service Level 4

Office : Finance

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Security Assessment : Baseline

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### Duties

Under direction from the Assistant Director Finance and within the legislative framework of the *Public Governance, Performance and Accountability Act 2013* undertake the following duties:

#### **Accounts Payable**

1. Undertake the duties and responsibilities of Accounts Payable ensuring all financial delegations are within designated limits.
2. Reconciliation of all accounts payable/supplier statements.
3. Reconcile accounts payable to the general ledger.
4. Provide financial services to internal and external clients, including building and maintaining productive professional relationships.
5. Monthly reconciliations of general ledger accounts.
6. Process monthly departmental credit card statements ensuring accuracy and accountability of transactions.
7. Set-up payment runs including matching of invoices ready for payment.

#### **General Financial and Administrative Functions**

8. Provide back-up for the administration and review of departmental credit card usage taking into consideration departmental policy.
  9. Maintain petty cash (secondary float) including reconciliation.
  10. Preparation of payroll general journals including calculation of leave accruals.
  11. Undertake accurate filing of Finance Office documents, review and maintain accurate policy and procedures for the Accounts Payable role.
  12. Process requests for appropriation drawdowns from the OPA in CBMS.
  13. Provide back-up for the calculation and facilitation of payment of travel expense payments.
  14. Other Finance Offices duties as directed by immediate supervisor or CFO.
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Duty representing highest function : ALL

Immediate supervisor: Assistant Director – Financial Operations - EB 1

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Approved:

Serjeant-at-Arms

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Selection Criteria

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PARLIAMENTARY SERVICE LEVEL 4

FINANCE OFFICE

1. Proven ability to undertake all requirements associated with accounts payable processes, including demonstrated competency with computer based information systems or the ability to acquire these skills quickly.
2. Demonstrated well developed numeracy skills and attention to detail.
3. Proven ability to work and allocate priorities under pressure.
4. Demonstrated client service, organisational, and effective oral and written communication skills.
5. Qualifications and/or experience in a financial or accounting related field would be desirable.

Approved:

Serjeant-at-Arms