

# DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

## Duty Statement

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Classification: Parliamentary Service Level 6

Position Title: Assistant Accountant

Office: Finance

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Security Assessment: Baseline

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### Duties

Under the supervision of the Assistant Director Finance, undertake the following duties:

1. Manage all aspects of the Department's travel contracts including procurement advice, financial and management reporting, training and support of Departmental staff and liaison with travel suppliers.
2. Manage the Department's corporate credit card programs including ensuring compliance with legislative, financial and administrative frameworks.
3. Co-ordinate monitoring of the department's external funding sources and prepare financial reporting to review stage.
4. Manage the Department's daily cash requirements and treasury functions.
5. Undertake tasks to ensure the efficient invoicing and collection of the Department's accounts receivable.
6. Perform regular reconciliations of the general ledger.
7. Manage petty cash, including advice on policy and compliance.
8. Manage the Finance Office content on the intranet and facilitate the communication of Finance Office procedures and policy to the wider department.

### All staff within the finance office are required to:

9. Within their areas of responsibility, provide high quality, accurate and timely financial policy and procedure advice to departmental clients.
10. Contribute to the establishment and implementation of Finance Office business improvement tasks.
11. Support and provide backup to other team members and perform other duties as directed.

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Duty representing highest function: ALL

Immediate supervisor: Assistant Director, Finance

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Approved:

Serjeant-at-Arms

# **DEPARTMENT OF THE HOUSE OF REPRESENTATIVES**

Selection Criteria

## **PARLIAMENTARY SERVICE LEVEL 6**

### **ASSISTANT ACCOUNTANT**

#### **FINANCE OFFICE**

1. Previous experience in a finance office role including knowledge of the PGPA Act and associated legislation, rules and guidelines.
2. Proven experience and knowledge of the Whole of Australian Government travel arrangements or the ability to acquire such knowledge quickly.
3. Demonstrated communication, customer service and liaison skills of a high order.
4. Demonstrated high level financial, analytical and evaluation skills, including the use of Microsoft Excel.
5. Demonstrated organisational and administrative skills, including good time management, attention to detail and the ability to work under pressure.

Approved:

Serjeant-at-Arms