



PROCUREMENT AND FINANCE OFFICER POSITION DESCRIPTION

CMA PD 147

“Informed and active communities balancing the use of resources to generate wealth, with the protection and enhancement of our natural and cultural landscapes”.

Position Title	Procurement and Finance Officer		
Team	Contracts and Compliance		
Location	Mildura		
Position Tenure	Permanent		
Time Fraction	0.8 -1.0 FTE	Job Share Arrangement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Classification	Band 7	Salary Range	
Delegation	<input checked="" type="checkbox"/> Not Applicable		
Supervises	Nil		

Position Purpose

The purpose of this position is to support the procurement and finance function at Mallee CMA by providing high quality and proactive customer service to managers, employees and interested parties on the use of procurement and finance policies, processes and compliance requirements.

The position will provide support and ensure that procurement activities undertaken throughout the organisation comply with Mallee CMA's Purchasing and Procurement Policy and Procedures and the Victorian Government Procurement Board. Provide administration support in contract development, execution and completion. Processing of accounts receivable/payable transactions to ensure that finances are maintained in an effective, up to date and accurate manner. Assist with the monthly, quarterly and annual financial processes.

The role contributes to achieving Mallee Catchment Management Authority Business Objective 3 to strengthen our capacity to operate as a corporately and socially responsible organisation.

Key Relationships

Contracts and Compliance Manager (Supervisor)
 Accountant (Finance processes, reconciliations and internal control testing)
 Investment Managers and Project Officers, (Service Delivery and Reporting)
 Quality and Safety Officer (Contractors and Supplier OH&S compliance)
 Business Development Manager (IT functionality, improvements and training)
 Contractors and Suppliers (Contract and Procurement Compliance)
 Chief Finance Officer (Reporting)

Responsibilities	Core Capability/Sub Capability	Capability Level Descriptor
<p>Provide a proactive support service that promotes compliance with Government Procurement</p> <p>Policies and Procedures by;</p> <ul style="list-style-type: none"> Assist in acquisition planning, tender and contractual documentation, ensuring documents are provided in a timely manner to progress through the required approval process Champion the use of Procurement Project Management system to benefit the procurement process across Mallee CMA to maintain full audit trail procedures for tender evaluation, approvals, contract financial and administration management from commencement to contract closure Develop and maintain procurement policies, procedures and manuals ensuring compliance with relevant legislation and reporting requirements Coordinate new staff inductions and ongoing training in all areas of procurement and contract processes Periodically review open purchase orders for validity and close when no longer in effect Undertake general purchasing for goods and services as required, ensuring value for money and adherence to Purchasing and Procurement Policy <p>Ensure security and transparency in Tender process</p> <ul style="list-style-type: none"> Place and administer tender advertisements via Buying for Victoria and Mallee CMA websites including new 	<p>Project Delivery</p> <ul style="list-style-type: none"> Procurement and Contract Management L1 	<p>Adheres to purchasing guidelines, achieves value for money and keeps records. Understands the process of contract management for delivery of services.</p>
	<p>Community and Stakeholder Engagement</p> <ul style="list-style-type: none"> Partnerships and collaboration L2 	<p>Obtains interested parties' feedback on analysis, alternatives and/or decisions. Works directly with the interested parties throughout the process to ensure concerns and aspirations are consistently understood and considered.</p>
	<p>Leadership and Excellence</p> <ul style="list-style-type: none"> Team Dynamics L2 	<p>Offers informed and constructive input and feedback to team discussions, assists and supports other staff in dealing with difficult issues.</p>
	<p>Continuous Improvement</p> <ul style="list-style-type: none"> Participation, Inclusion and Upskilling L2 Technology and Systems L2 	<p>Collaborates with others from different professions and project teams to share skills and knowledge.</p> <p>Works to address skill gaps and assists others to identify their development needs.</p> <p>Builds a positive, supportive team environment.</p> <p>Supports the use of new technology and takes the opportunity to build new skills and identify opportunities to create efficiencies.</p>

	<p>Professionalism</p> <ul style="list-style-type: none"> • Time Management L2 • Accountability L2 • Problem Solving L1 	<p>Manages time and maintains quality using tools effectively to assist with planning and organising even when faced with changing priorities. Takes responsibility for work outcomes and helps others to understand their roles and responsibilities.</p> <p>Listens respectfully, seeks information needed to solve problems and works through complex issues with others.</p>
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<p>tenders, addendums, and tender close offs and user administration.</p> <ul style="list-style-type: none"> • Assist in the opening, recording and security of tenders and associated documents • Provide assistance with Supplier Panel management and administration as required for quotation processes. <p>Provide Contract Management</p>	<p>Interpersonal Communication</p> <ul style="list-style-type: none"> • Written Communication L2 • Verbal Communication L2 	<p>Prepares accurate documents and written communications including project publications, digital and print material that incorporates content appropriate for the purpose and audience.</p> <p>Communicates clear, culturally appropriate, respectful and consistent messages to interested parties and other staff and listens to feedback.</p>
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<p>Administration Support</p> <ul style="list-style-type: none"> Undertake the administration requirements for contracts from execution to closure Process contract variation details into Technology One and execute contract Review and coordinate contract clause change requests and liaise with VGSO for advice as required Maintain supplier and contract party master files Assist with managing overdue milestones Monitor completion of Service Provider Evaluations and provide statistical data to meet reporting requirements. Provide procurement reports as required <p>Corporate Compliance and Record Management</p> <ul style="list-style-type: none"> Assist in the maintenance of Mallee CMA financial delegations Support the periodical auditing of procurement activities Report on purchasing activities with the potential to breach policy Keeping abreast with of the Victorian Government Purchasing Board Policies and State purchasing contracts <p>Accounts Payable (AP) / Receivable (AR) and Finance Functions</p> <ul style="list-style-type: none"> Process AP and AR transactions in a timely and accurate manner during peak times and periods of leave. Complete weekly AP payments Assist with completing monthly, quarterly and annual financial reporting 	<p>Corporate Governance</p> <ul style="list-style-type: none"> Legislation & Compliance L3 OHS&W L1 	<p>Manages work practices to comply with relevant legislation and interested parties' requirements. Ensures work practices support staff wellbeing, personal safety and the safety of others in accordance with policy and procedure.</p> <p>Reports incidents/hazards/injury and proactively works to improve OHS&W.</p>
<ul style="list-style-type: none"> Assist with processing accounting transactions and general ledger journal 		

<ul style="list-style-type: none"> • Undertake end of month and year reconciliations • Assist with balance sheet reconciliations • Undertake internal control testing as required • Assist with budget entry • Data entry into other systems 		
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Personal Attribute	Descriptor
Self-Disciplined	Manages own time to achieve key outcomes Avoids distraction and diversions Is Organised and Methodical
Collaborative	Works with others to achieve common goals Engenders a spirit of teamwork Inspires trust
Creative and innovative	Value-adding Provides a competitive approach Finds ways to work better and smarter Generates options and ideas Is open to change and alternatives

Licences, Qualifications, Certificates Essential
<ul style="list-style-type: none"> • Tertiary qualification or experience in bookkeeping / accounting or business administration • Police Check

Position Specific Requirements
<ul style="list-style-type: none"> • 3 years' experience in a procurement, contract management support, accounts or finance • Knowledge of the functions associated with contracts and compliance • Experience in accounts payable, accounts receivable and account reconciliations • Sound knowledge and experience in basic accounting principles and record maintenance • Computer literate: high level of competency with Microsoft Suite
<ul style="list-style-type: none"> • Demonstrated ability to problem-solve and use initiative • Attention to detail and accuracy • Excellent verbal and written communication skills (including a high-level attention to detail) responding to correspondence and contractual matters, tender documentation preparation, submissions and specification writing • Highly motivated, professional and self-disciplined with the ability to operate with limited direction and supervision • Possess a high level of personal integrity, positive attitude and strong work ethic. High level of tact, diplomacy and confidentiality • Experience with Technology One Financial suite of programs desirable

Position Description Approved

The details contained in this Position Description are an accurate statement.

As the incumbent, I have read and understand the responsibilities, capabilities and role requirements as detailed in this document.

Chief Executive Officer

Date

Incumbent

/ /

Date