



## Finance Support and Assets Officer

Portfolio/Faculty	Chief Financial Officer
Department/Workgroup	Assets and Infrastructure Reporting
Position No.	
Reports to:	Senior Financial Accountant
Classification	PACCT Worker Level 4 (PW 4)
Direct reports:	Not Applicable
Date:	July, 2024

### Portfolio/Faculty Overview

The Finance Department at Holmesglen manages the payroll, accounts payable and receivable, fixed asset and financial accounting for the Institute. The team is dedicated in providing strong financial management with excellent client service.

### Department/Workgroup

The Assets and Infrastructure team is dedicated to the strategic management and oversight of Holmesglen's physical and intangible assets, as well as its financial health. This team ensures the efficient allocation of capitalised assets such as buildings, plant and equipment, and vehicles. It also provides support to other departments for the capture and maintenance of resources such as equipment, intellectual property, and technological assets, while also managing budgets, financial planning, and analysis. By implementing rigorous asset management practices and overseeing accounting, investments, financial reporting, and risk management, the department aims to maximise value, minimise risks, and ensure compliance with relevant regulations and operational requirements.

The team works closely with government, associated agencies, industry clients, suppliers, consultants, and other departments to align asset and financial strategies with organisational goals, providing critical insights and guidance for sustainable growth, operational excellence, and long-term fiscal stability. Through meticulous stewardship, the Assets and Infrastructure team supports the organisation's long-term financial goals and sustainable development.

### About the Role

The role of the Finance Support and Assets Officer will primarily focus on:

- maintaining the Institute's Fixed Asset Register to ensure that Institute assets are appropriately identified and recorded.
- ensuring that asset acquisitions, disposals, transfers and stocktakes comply with Institute's policies and procedures and any external regulatory requirements.

- liaising with internal staff and managers to ensure the accurate capturing of all data requirements for complete asset lifecycle reporting.
- accurately performing data processing and analysis, understanding complex information, and effectively reporting the findings.
- auditing, and updating as appropriate, the accuracy of information on requisitions to ensure purchase orders comply with Institute policies and procedures.

## Key Accountabilities

- 1 Verify on-line requisitions for accuracy and ensure compliance with Institute procurement policies and procedures.
- 2 Organise asset identification, labelling and reconciliations and ensure that assets are identified and recorded in accordance with Institute requirements, and applicable accounting standards.
- 3 Undertake a range of purchasing related administrative functions including:
  - entering relevant details of fixed assets and ensuring new assets are appropriately labelled on receipt.
  - entering manually based requisitions, keeping relevant Institute staff informed of any amendments made.
  - ensuring the accuracy of all data associated with the asset management process.
  - the monthly commissioning, reconciliation and reporting of Institute assets.
  - oversee and advise departments on Institute asset disposal processes and source and deal with external organisations to assist in the disposal process.
  - maintenance of records, filing and archiving for all asset related documentation.
- 4 Arrange for department stocktakes to be carried out and conduct follow up verification stocktakes on selected locations.
- 5 Provide asset reports including acquisitions, disposals, impairment, and stocktake variances.
- 6 With relevant Institute department representatives regularly review the cancellation of orders that are no longer valid and remove inactive vendors from system records.
- 7 Support the purchasing department as required if demand for services increase or resources need to be re-allocated or adjusted.
- 8 Comply with Holmesglen policies, procedures and processes, and applicable legislative and regulatory requirements, and contribute to the ongoing improvement of systems and processes.
- 9 Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
- 10 Act in accordance with Holmesglen Safety policies and procedures, including Child Safety Standards to ensure that departmental operations comply with Occupational Health and Safety legislation.

## Key Selection Criteria

- 1 Demonstrated experience in the operations of an Asset or Finance Office or similar administrative environment.
- 2 Demonstrated experience using online finance systems. Familiarity with Technology One financial software would be an advantage.
- 3 Highly developed interpersonal skills, written and verbal communications skills and customer service skills with a demonstrated ability to liaise effectively with clients, suppliers and work colleagues.
- 4 Demonstrated organisational and office administration skills, with ability to use initiative, accept responsibility and function effectively with limited supervision.
- 5 Demonstrated competence in the use of MS Office products, internet-based applications and database management software.

## Qualifications

### Mandatory

- Diploma in Business or similar tertiary qualifications in finance, supply, asset management or purchasing related field and significant relevant experience.
- Suitable combination of lesser qualifications and substantial relevant experience may be considered.

### Desirable

- Degree in a finance related field such as business, logistics, supply chain management or purchasing.

## Knowledge

- Understanding of:
  - Government financial and procurement practices and procedures including familiarity with government contracts.
  - business communication, contemporary purchasing and office management practices and procedures.
  - office based software, database management software and associated procedures. Familiarity with the Technology One online finance and requisitioning would be an advantage.
  - the application of quality management systems and quality assurance and continuous improvement principles and processes.
- Familiarity with office finance, purchasing, data management and administrative practices, processes and systems including applicable legislative and regulatory requirements.
- A knowledge and understanding of asset management, purchasing policies, procedures and systems including a broad understanding of office and business practices.

## Skills and Experience

- Experience in:
  - Finance or asset management including dealing with government departments and suppliers at all levels.
  - a purchasing/finance office or similar office environment including experience in dealing with a broad range of people.
- Experience and knowledge in the purchase of a wide range of goods and services for a diverse organisation.
- Experience with computerised purchasing systems.

## Other Relevant Information

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- Due to the nature of the position, there may be a requirement to accommodate flexible working hours and attendance requirements.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organisation. This position requires a valid Victorian Employee Working with Children check and National Police Records check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.

## About Holmesglen – Who we are

Holmesglen is a leading Australian provider of vocational and higher education and one of the largest government-owned TAFEs in the state of Victoria. With 40 years' experience and more than 140,000 graduates, we are TAFE at its best by transforming lives, building workforce capability and enriching communities through education and training.

We are a leader in education, training and applied research, renowned for its innovation and its commitment to learner and industry success. We offer industry training, certificate, diploma, and degree programs across six locations and seven campuses.

Locations include Chadstone, Drummond Street, City, Moorabbin, North Melbourne, Glen Waverley and Eildon.

As a multi-award-winning institute, you can learn more and do more at Holmesglen. [holmesglen.edu.au](https://holmesglen.edu.au)

**We uphold our  
ASPIRE values**



**AMBITION**



**SCHOLARSHIP**



**PASSION**



**INTEGRITY**



**RESPECT**



**EXCELLENCE**