

Position Title	Procurement and Asset Officer
Portfolio	Corporate Services
Division	Financial Services
Department/Cost Centre	Financial Services - 05300
Classification	Specialist Staff 3
Position Number/s	101109
Reporting to	Financial Accountant
Supervises	Nil

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none. Our campuses are located in Warrnambool, Portland, Hamilton and Colac, with facilities and services set to expand as the region grows.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability. Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

Division Overview

The Finance department provides a broad range of financial services to the organisation, providing financial reports to a number of SWTAFE committees and heads of departments.

The Purchasing and Asset Management area of the organisation is also housed in the Finance department and is responsible for the procurement, tendering and asset management procedures of the organisation in accordance with government legislation and SWTAFE policies.

Accounts Receivable for commercial transactions and debt collection services for all debtors are managed by the finance team.

The Finance department is a small team and team members are expected to support one another in times of increased workload where possible.

Position Overview (Your Opportunity)

The Procurement and Asset Officer role is responsible for administering the organisation Asset Management System and Procurement environment. This administration is primarily autonomous and the officer is responsible for processing procurement transactions and asset financial transactions in the organisations Financial Accounting System.

The officer is responsible for co-ordinating timely, accurate, auditable execution of transactions and reconciliations to the SWTAFE procurement system and asset ledgers in accordance with relevant legislation and SWTAFE policy

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation, These accountabilities include but are not limited to:

Your Position

- Acquire and apply a working knowledge of the operations of the Financial Services Department.
- Management of the SWTAFE Asset Management System
- Management of the Purchase Order System
- Procurement process assistance in Tenders, Quoting and general purchasing
- Maintain current knowledge of department financial procedure, auditors' requirements and legislation relating to the position
- Backfill of other Financial Services staff members roles
- Provide other team members with support where required across the finance department.
- Undertake month end reconciliations and journals
- Provide general information and advice on administrative or operational matters pertaining to the division/department

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seeks appropriate assistance
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seeks to maintain a healthy and safe work environment
- Actively participate in the organisations Achievement Development Programme (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Qualifications to meet the Mandatory requirements below
- Knowledge of capitalisation and depreciation practices and processes
- Highly proficient at prioritising tasks and possess excellent time management skills to meet deadlines
- Strength of character to enforce SWTAFE policies and guidelines
- Attention to detail and professional scepticism
- Proficiency in duties specific to the role
- Manage time, setting priorities, planning and organising workload to ensure key performance indicators are met
- Proven strong verbal and written communication skills, well developed interpersonal skills including the ability to interact effectively with a diverse range of people
- Initiative, problem solving skills and attention to detail necessary to identify appropriate solutions in support of customer service expectations

Qualifications and Requirements

Mandatory requirements

- Relevant Degree or Diploma with little or no relevant work experience or a suitable combination of lesser qualifications and relevant experience
- Variations of the above point may be considered
- Employee Victorian Working with Children and satisfactory Police Check

Highly desirable requirements

- Experience using Microsoft Office products and relevant industry software and programs
- Bachelor of Commerce - Accounting
- Experience applying Victorian Government Purchasing Board policies on procurement activity
- Experience using Technology One Finance Software

Additional Information

- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2016
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager	Jacob Taylor	9/07/2019
Approved by	Department Executive Manager	Jason Ernst	9/07/2019
P&C review	People and Culture	Lynden Brown	09/07/2019
Agreed by	Incumbent		