

Position Title	Procurement Accountant
Portfolio	Office of the CEO
Division	Financial Services
Department/Cost Centre	Financial Services - 05300
Classification	Specialist Staff Level 7
Position Number/s	102275
Reporting to	Chief Financial Officer
Supervises	Procurement and Asset Officer

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 throughout the southwest Victoria region, including Warrnambool, Hamilton, Portland, Colac and Sherwood Park with a further delivery site at Glenormiston.

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.

Both Accounts Receivable for commercial transactions and debt collection services for all debtors, and Accounts Payable 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)

This is a senior position within the Institute's organisational structure and requires an experienced financial professional with the vision and drive to create and develop innovative and accurate financial services for the Institute. The position has a key role in supporting the Institute's core education and training business. This position exists to manage the SWTAFE's Internal Procurement Unit activities; leading, developing, maintaining and reviewing SWTAFE's procurement corporate practices to ensure probity compliance.

The Procurement Accountant will be responsible for coordinating and assisting relevant SWTAFE staff with sustainable procurement initiatives, leading procurement throughout SWTAFE, providing support for Technology One Purchasing module users, monitoring internal procurement systems, supporting procurement projects across all divisions, providing procurement advice to staff, negotiating new goods and services supply agreements and renegotiating existing goods and service supply agreements. The position will be responsible for being the lead on all SWTAFE external tenders.

The Procurement Accountant will also undertake management accounting duties as required. The position reports to the Chief Financial Officer.

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

Purchasing and Tendering

- Ensuring Purchasing and Tendering
- Acquire and apply a working knowledge of the operations of the Financial Services Department
- Develop, maintain and review procurement corporate practices, guidelines and policies
- Develop templates and materials for relevant staff to use to ensure purchasing probity compliance
- Lead Tender process according to the appropriate governance framework
- Conduct Complexity and Capability Assessments, and Market Analysis for procurement as required
- Establish and rationalise key supplier agreements, identify new opportunities and seek ways to improve overall procurement efficiencies and ensure purchasing compliance
- Provide guidance across SWTAFE on procurement related matters including provision of procurement related training
- Review monitor and manage purchasing processes and policies to ensure SWTAFE obtains the best quality, price and service from suppliers whilst meeting the needs of the organisation and staff
- Continuously improve procurement processes and systems including regular advice and audit reporting to ensure compliance with legislation, policy, procedures and guidelines
- Provide support, assistance and advice to management and staff on procurement, purchasing, tendering, contract matters and related documents
- Audit SWTAFE's purchasing processes and practice
- Develop Annual Purchasing Plan with links to expiring contracts and the Annual Budget
- Work with relevant Financial services members in relation to purchasing compliance
- Provide training to staff in relation to SWTAFE's purchasing and procurement processes and systems
- Lead and manage SWTAFE's tendering processes by way of pro-active involvement and support of Tender Panels, including provision of templates and resources
- Support all procurement activities in line with purchasing guidelines. Both to build capacity for compliance and to assist where necessary
- Participate and support industry supply management groups (led by VGPB or TAFE's) and initiatives and attend procurement meetings as required

Management Accounting

- Take responsibility for the integrity and operational management of the Institute's finance system including:
 - General Ledger
 - Asset Management
 - Requisitioning and purchasing
 - Daily, weekly and monthly reconciliations as required
 - Authorisation of financial transactions
- Provide financial and other reports as required including the following:
 - Board/Committee papers
 - Internal & external audit requirements
 - Institute centres and departments
 - Skills Victoria & HESG (Higher Education Skills Group)
 - Acquittals of specifically funded programs
 - Ad hoc reports
- Act in an advisory role and provide support to the Chief Financial Officer in the provision of financial services to the Institute
- Work effectively as a senior member of the Financial Services team including operational support during peak periods and staff absences
- Ensure that all Institute financial operations conform to both internal policy and external legislative and contractual obligation

- You may be required to act in the position of Chief Financial Officer during periods of absence and as such, assume all requirements and responsibilities of that position.
- Assist the Chief Financial Officer in the production of the Institute's annual accounts.
- Liaise with all Institute staff as required. In particular provide financial advice to Centre/Department managers in order to maintain the Institutes specific goals and objectives
- With the Chief Financial Officer develop, implement and maintain the Institute's annual budget process.

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant industry information and best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisation's 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
- Advanced Knowledge of probity and purchasing compliance in relation to public tenders and ability to run public tenders
- Demonstrated experience in the preparation of management and financial accounting reports, assistance with budget preparation, and extensive experience with computerised accounting systems
- 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

- Completion Relevant Degree or post graduate qualification of CPA or CA and experience, or lesser formal qualifications with substantial experience and management expertise in technical or administrative fields, or an equivalent combination of the relevant experience and/or education/training
- Employee Victorian Working with Children and satisfactory Police Check

Highly desirable requirements

- Substantial experience using Microsoft Office products and relevant industry software and programs
- Leadership experience or training in leadership.
- 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
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position.
- 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		
Approved by	Department Executive Manager		
P&C review	People & Culture		
Agreed by	Incumbent		