

Position Description



Position Title	Banking Services and Support Officer
Position No	00067616
Delegation Level	007
Job Designation	Officer
Organisational Unit	Banking Services Financial Control
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Shiftworker	No
Classification (Range)	AS3 .1 - AS3 .4
Pay Scale Type	ASPT
Reports to Position	Banking Services Coordinator

QUEENSLAND RAIL VALUES:

- 1 Queensland Rail - We do better together
- Treat others with respect - We appreciate everyone's contributions and differences
- Empower our people - We have confidence in our people
- Act Safely - We work safe, to go home safe
- Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

To provide a wide range of administrative support services to facilitate the effective operation and function of the Banking Services team. These tasks would be performed under general supervision and may be of a routine and non-routine nature requiring some discretion.

Position Responsibilities

1. Process Queensland Rail's domestic and international electronic funds transfer (EFT) payments using various electronic banking systems.
2. Perform daily settlement transactions and reconciliations adhering to the treasury governance framework.
3. Daily verification and recording of all transactions processed through Queensland Rail's domestic and international bank accounts.
4. Process incoming transactions to Customer accounts and apply to appropriate sales invoices resolving issues in a timely manner.
5. Monitor and follow-up stale cheques and failed electronic fund transfers (EFT) and assist in cash management related functions.
6. Process employees cash requirements for overseas travel including maintenance of cash and diary reconciliations.
7. Provide high level customer service including, but not limited to, Petty Cash and CabCharge voucher facilities.
8. Assist the Finance team to ensure all requirements of the Finance Management System comply with Queensland Rail's Governance and Management Framework.

Additional Factors

- The appointee will be required to :-
- Comply with Queensland Rail's Code of Conduct;
 - Observe all legal and safety obligations of the organisation;

Position Description



What is the key selection criteria

1. Substantial knowledge of payment processes and the relationship with Banking, Cash and Credit Card software packages in regards to a large organisation.
2. Substantial knowledge of policy requirements in regards to Banking, Cash and Credit Card operational processes.
3. Substantial level of skills in reconciliation processes.
4. Substantial level of skill in contributing to a dynamic work environment that is results orientated with a commitment to organisational values.
5. Substantial level of skill in computer systems, including SAP, corporate banking systems and Microsoft Office applications.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Mandatory Qualifications (If not already held, I will gain these when in position)

- 40007588 Wunya Induction
- 40001627 Building Emergency Procedures

Enterprise Qualifications (If not already held, I will gain these when in position)

- 40009601 Code of Conduct Refresher
- 40013480 Fraud Awareness Induction
- 40006537 Rail Safety Awareness

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.