

Position Description



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| Position Title | Senior Banking Services Officer |
| Position No | 00000395 |
| Delegation Level | 007 |
| Job Designation | Officer |
| Organisational Unit | Banking Services Deputy CFO |
| 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) | AS4 .1 - AS4 .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 deliver a comprehensive range of administrative support services that enable the efficient and effective operation of the Banking Services team. This role provides oversight, guidance, and support across Cash, Banking, Credit Card, and CabCharge transaction services, while ensuring ongoing compliance with relevant policies, procedures, and management frameworks.

Position Responsibilities

1. Administer online banking systems by managing user access, financial limits, and conducting periodic access reviews to ensure appropriate controls over banking platforms and secure payment file drives.
2. Manage the administration of Queensland Rail EFTPOS terminals, including coordinating requests for new or replacement terminals, performing periodic audits of terminals on hand, and maintaining transaction mapping tables to ensure accurate allocation of funds.
3. Perform daily independent verification of payments processed from Queensland Rail bank accounts, ensuring all payments are generated from SAP payment files uploaded to the secure drive and correctly imported into online banking systems.
4. Reconcile credit card and CabCharge accounts to the general ledger, as required, ensuring transactions are accurately recorded and discrepancies are followed up appropriately.
5. Reconcile bank, cash, credit card, and CabCharge clearing accounts to confirm correct accounting treatment, agreement with deposited amounts, and timely clearing of matched items.
6. Assist with the administration of the Enterprise Expense Management System for Corporate Credit Card and CabCharge transactions including user support, user access, user profile configuration, review and management of transactions and compliance to policies and procedures.

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7. Administer and apply banking and cash management policies and procedures, including the establishment and closure of petty and floating cash accounts, management of stale cheques, and transfer of unclaimed funds to the Public Trustee.
8. Contribute to Finance team outcomes by supporting compliance with Queensland Rail's Governance and Management Framework and Finance Management System requirements.

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;

What is the key selection criteria

1. Extensive knowledge of payment processes and the relationship with Banking, Cash and Credit Card software packages in regards to a large organisation.
2. High level of analytical and problem solving skills, particularly as it relates to analysis and reconciliation of Bank, Cash and Credit Card transactions.
3. High level of skill in computer systems, including SAP, corporate banking systems and Microsoft Office applications.
4. High level of knowledge of Queensland Rail's accounting and banking policies and procedures including associated processes.
5. Substantial level of oral, written and interpersonal skill, including customer service skills.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

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.