

# Position Description



Position Title	<b>Finance Services Officer</b>
Position No	00073951
Delegation Level	006
Job Designation	Officer
Organisational Unit	Accounts Receivable & Customer Revenue 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)	AS3 .1 - AS3 .4
Pay Scale Type	ASPT
Reports to Position	Manager Accounts Receivable & Customer

## **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 assist in the timely and accurate processing of customer and supplier transactions with an emphasis on proactive and informative reporting to identify, communicate, escalate and resolve issues.

## **Position Responsibilities**

1. Ensure Queensland Rail's accounts are managed in accordance with the appropriate Accounts Receivable policies including the accurate postings of payments, adjustments and refunds.
2. Collaborate with the business to resolve issues, provide pro-active recommendations for further investigation, write-off or legal action.
3. Ensure Queensland Rail's Accounts Payable processes and procedures are followed for invoice processing.
4. Contribute as a team member towards achieving best practice in the efficient and effective delivery of administrative support functions.
5. Communicate effectively with management, staff, suppliers and customers to ensure a productive and harmonious teamwork environment.
6. Participate as an active member of the Finance Services Team, embracing and promoting the values and behaviours of the organisation.

## **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;
  - Attend further training as required.

## **What is the key selection criteria**

1. Substantial level of knowledge of SAP Accounts Receivable (FI-AR) and Accounts Payable (FI-AP) modules.

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2. Substantial level of analytical and problem solving skills in relation to customer and vendor account reconciliations working to detailed timeframes.
3. Substantial level of skill working with the Accounts Receivable and Accounts Payable processes relating to collection of revenue and invoicing to ensure timely and accurate processing and recording of transactions.
4. Substantial level of communication and interpersonal skills to provide high quality customer service to both internal and external customers.
5. Sound level of skill in the use of contemporary office software, including Microsoft Office.
6. Sound 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.