



WORKLOAD IMPACT ASSESSMENT – MAS3 MANAGER, FINANCIAL CONTROL

Major PID activity	Future state of duties in new structure
<u>Deliver customer focused services for the following areas of responsibilities within SAPOL:</u> • Workforce Central • Employee Time Management System • Managing the CHRIS21 pay files and the workarounds arrangements • Ensure advice and compliance in relation to accounting standards and policies and the Public Finance and Audit Act and State Supply Act.	These tasks will be transferred to HR Operations and Partnering. This will not cause unreasonable or excessive workload to other team members because it is intended a new role will be created in which these duties will be transferred into. It is likely this new role will be commensurate with the ASO7 classification however a formal PID assessment will take place.
<u>In relation to Payroll Services, ensure SAPOL employees are paid on a timely basis in accordance with Acts, Awards and conditions of employment by:</u> • Overseeing the activities of the Payroll service provider, • Overseeing the activities of Workforce Central and Employee Time Management System, • Providing advisory service in relation to the interpretation of awards, acts, instructions and other more complex issues such as non-executive salary packaging.	Employees are individually responsible for seeking advice from their private financial advisor (not SAPOL) regarding financial advice. In the new structure, it is proposed the function “<i>providing advisory service in relation to the interpretation of awards, acts, instructions and other more complex issues such as non-executive salary packaging</i>” will be considered obsolete and therefore removed from the PID. Separate to this, the State Supply Act is not an issue for SAPOL and will be considered obsolete and therefore removed from the PID. Therefore will not have a workload impact to the workforce, within the new structure. In the new structure, it is proposed the function “<i>ensure advice and compliance in relation to accounting standards and policies</i>” relates to Finance, therefore will remain with FMSB.



<u>Deliver customer focused services for the following areas of responsibilities within SAPOL:</u> • Service management of Shared Services SA: ○ Taxation compliance – PAYG, FBT, GST and Payroll Tax ○ Accounts Payable and Receivable Services • Fleet Management Claims • Transaction processing including Expense processing, Purchase card, Banking Services and Revenue collection • ANZ Expense Manager System • Managing the Third Party compensation Claims and Debts collections • Management of Overpayments in Salary and Claims	It is proposed all duties as listed will remain within Financial Management Services Branch (FMSB). Specifically, FMSB will continue to manage the debt recovery of salary overpayments. As per status quo, if there are Human Resources, Workplace Relations or Shared Services SA issues associated with debt recovery, FMSB will liaise with these areas to ensure they provide FMSB the appropriate advice and information required to recover the salary overpayments. Keeping these duties within FMSB will not cause unreasonable or excessive workload to other team members as it is intended a new role will be created in which these duties will be transferred into. It is likely these duties may align to a classification lower than that of a MAS3. A formal PID assessment will take place to confirm.
<u>Ensure a corporate and strategic approach is taken to the provision of transaction services to SAPOL by:</u> • implementing government policy (e.g., payment of accounts) • contributing to the achievement of effective cash and resource management; • developing a plan for improved customer service through continuous improvement which leads to the implementation of a best practice transaction processing service; • accurate and comprehensive monitoring and reporting of SAPOL's transaction processing.	It is proposed these duties will remain within FMSB. This will not cause unreasonable or excessive workload to other team members because it is intended a new role will be created in which these duties will be transferred into. It is likely this new role may be lower than the MAS3 classification however a formal PID assessment will take place.