



JOB DESCRIPTION FORM

Position Title:	Senior Financial Accountant	Effective Date of Document	18 December 2015
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Directorate	Corporate	Classification Level	6
Branch	Finance Services	Position Number	00028820
Section		Position Status (Permanent or Temporary)	Permanent
Salaries Agreement/Award	Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced	Position Location	Osborne Park

REPORTING RELATIONSHIPS – The following shows the relationship between this position and others above and below it within the organisational structure.

Title	Manager Finance and Facilities	Level	8
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Title	Principal Financial Accountant	Level	7
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THIS POSITION



Title	Support Officer	Level	2
Title		Level	
Title		Level	
Title		Level	



Title		Level	
Title		Level	
Title		Level	
Title		Level	

ROLE STATEMENT – the following statement outlines the role of the position in assisting to achieve the objectives of the Department.

The Senior Financial Accountant works with the Principal Financial Accountant and the Manager Finance and Facilities in the development and production of high quality and timely financial and management reporting to comply with statutory and corporate requirements and the development of financial policies and procedures.

The Senior Financial Accountant assists with the preparation of financial statements for inclusion in the Department's Annual Report, the Australian Vocational Education and Training Management Information Statistical Standard Report (National Report) and quarterly whole of Government financial reporting.

The Senior Financial Accountant has a key role in liaising with the Department of Treasury in relation to quarterly actual reporting in the Treasury Strategic Information Management System. The position also has a key role in the collection and analysis of the Department's annual Fringe Benefit Tax lodgement.

The position provides support to the Principal Financial Accountant in relation to the financial performance of the Department and provides input to the development of effective systems to ensure the accurate and timely reporting of financial data.

The position may also be required to undertake research to assist in ensuring the Department remains abreast of emerging trends and developments that support contemporary and innovative financial management and accounting practices within Government.

The Senior Financial Accountant maintains a good working knowledge of the relevant Australian Accounting Standards, the *Financial Management Act 2006* and the Treasurer's Instructions.

The Senior Financial Accountant works collaboratively with Training Business Services and provides a consultancy service and advice to Cost Centre Managers and other Departmental staff with respect to accounts processing, reconciliations and reporting requirements.

The position contributes to a range of strategic Finance projects for the Department including enhancing the finance reporting capability for the Department.

ABOUT THE DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT

The strategic goals of the Department are set out in *Skilling WA – A workforce development plan for Western Australia*. They are:

- Strategic goal 1:** Increase participation in the workforce particularly among the under-employed and disengaged, mature-aged workers, Aboriginal and Torres Strait Islander and other under-represented groups.
- Strategic goal 2:** Supplement the Western Australian workforce with skilled migrants to fill employment vacancies unable to be filled by the local workforce and address those factors which support a growing population.
- Strategic goal 3:** Attract workers with the right skills to the Western Australian workforce and retain them by offering employment and a diverse and vibrant community and environment to live in.
- Strategic goal 4:** Provide flexible, responsive and innovative education and training which enables people to develop and utilise the skills necessary for them to realise their potential and contribute to Western Australia's prosperity.
- Strategic goal 5:** Plan and coordinate a strategic State Government response to workforce development issues in Western Australia.

The **Department of Training and Workforce Development** works collaboratively and cooperatively with industry, the community and Government to develop Western Australia's workforce by :

- increasing the skill and competitiveness of the workforce
- addressing emerging skill gaps as the economy grows
- responding to skilled migration demands and labour constraints as they emerge
- delivering a contemporary and relevant apprenticeship and traineeship system that is responsive to industry and community needs
- driving reforms in the training sector, including providing greater autonomy to State Training Providers and reducing the complexity of the training system
- building a closer relationship between industry and training providers
- encouraging a stronger training culture within industry
- increasing participation and skills development for the unemployed or those disengaged from training
- increasing the participation of young and indigenous people
- expanding access to training in rural and regional areas and
- ensuring that the quality of training providers meets required standards, particularly when they offer services to international students.

ABOUT THE DIRECTORATE

The **Corporate Directorate** is responsible for the establishment, development and maintenance of the Finance, ICT and HR corporate support systems for the Department. Corporate also provides training sector-wide services across the network of 11 State Training Providers (STPs) and builds links with other Government agencies.

The Directorate is responsible for the Department's budget, which includes funding for the State's Vocational Education and Training Sector, and undertakes budget planning and financial management in line with the Department's and Vocational Education and Training Sector's strategic business directions. Corporate is also responsible for procurement, facilities and transactional financial services and processing for the Department.

Corporate is responsible for all aspects of information technology within the Department; as well as providing significant technological support to STPs. This includes ICT strategy, governance and administration; technology planning, procurement and maintenance; application development, support and training; service level management and customer service; infrastructure and network management and operations; and records and information management.

The Directorate provides strategic, tactical and operational human resources services to the Department, including Labour Relations, Governance, Organisational Development, Occupational Health and Safety and Employee Support. Corporate also provides transactional payroll, recruitment and position management HR services.

The Corporate directorate provides the following Central Agency services to the State Training Provider network:

- Budget coordination and financial advice
- ICT Services
- Labour Relations
- Transactional HR services
- Transactional Finance services

The Directorate plays a significant role in supporting the Department and State Training Providers to build Western Australia's workforce.

POSITION OUTCOMES – the following outcomes are required to be achieved by the occupant of the position.


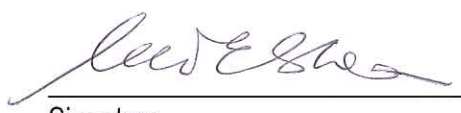
1	Financial reports are prepared in an accurate and timely manner in accordance with Australian Accounting Standards, the <i>Financial Management Act 2006</i> , Treasurer's Instructions and other regulatory requirements.
2	Quality briefings, research, analysis, support and advice is provided to clients on issues relating to financial accounting, legislation and accountability. Financial policies and procedures are developed and maintained to ensure compliance with Australian Accounting Standards, <i>Financial Management Act 2006</i> , financial regulations, Treasurer's Instructions and other related legislation.
3	Audit matters are attended to in a proactive manner and financial reforms and matters of innovation and best practice financial accounting are progressed throughout the Department.
4	Support is provided to ensure Ministerial correspondence and briefings, parliamentary questions and general correspondence are attended to in a timely and informative manner.
5	Appropriate liaison with other finance staff, Department of Treasury, Office of the Auditor General and State Training Providers is maintained during the development and/or maintenance of accounting processes and procedures.

6	Leadership, supervision, training and support are provided to financial reporting staff and performance management is undertaken in accordance with branch procedures.
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SELECTION CRITERIA – The following selection criteria form part of the work-related requirements of the position, and should be read in conjunction with other relevant documentation including the role statement, position outcomes, the job advertisement and application package.

1	Demonstrated experience in the preparation of accrual financial statements in a medium to large organisation and the application and knowledge of Australian Accounting Standards, <i>Financial Management Act 2006</i> and Treasurer's Instructions.
2	Highly developed communication skills including interpersonal skills to negotiate, facilitate and provide advice to officers of all levels to achieve outcomes in difficult circumstances.
3	Well developed conceptual, analytical and evaluation skills including the ability to provide high level innovative solutions to complex problems and perform complex financial modelling.
4	Well developed team work, supervisory and organisational skills that demonstrate an ability to coordinate and deliver key outcomes on schedule.
5	Extensive experience in personal computers, in particular advanced Excel skills and proficiency in the use of Technology One or a similar Financial Management Information System.

CERTIFICATION – The details contained in this document are an accurate statement of the duties, responsibilities and other requirements for the job.

Branch /Business Unit Manager		22/12/2015
Name: Greg Hill	Signature	Date
Director General		22.12.15
Name: Ruth Shean	Signature	Date

HR USE ONLY

Date Registered on TRIM 23 / 12 / 15

TRIM Reference No. F10/0060161

 Government of Western Australia Department of Training and Workforce Development	
REGISTERED	
23 / 12 / 15	
DATE	SIGNATURE

