

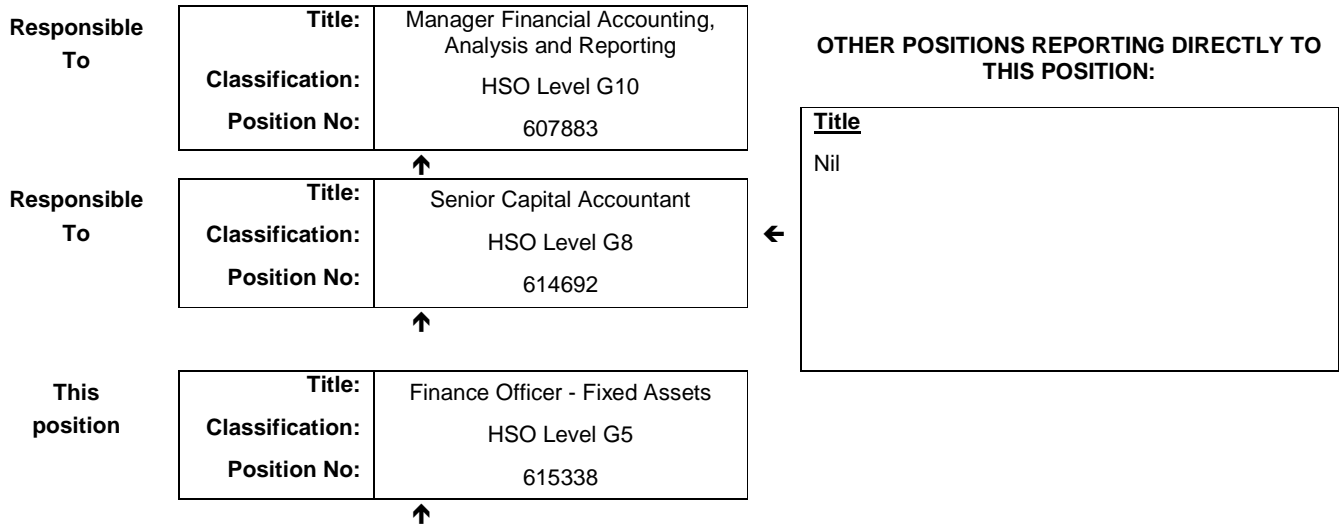


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

		Position No:	615338
Division:	Central Office	Title:	Finance Officer - Fixed Assets
Branch:	Corporate Services	Classification:	HSO Level G5
Section:	Finance	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:	← Other positions under control:								
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;">Position No.</th> <th style="width: 70%;">Title</th> </tr> <tr> <td style="text-align: center;">Nil</td> <td></td> </tr> </table>	Position No.	Title	Nil		<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;">Category</th> <th style="width: 40%;">Number</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Category	Number		
Position No.	Title								
Nil									
Category	Number								

Section 3 – KEY RESPONSIBILITIES

Contributes to and provides fixed asset accounting and advisory services to clients, maintains the WACHS Fixed Asset Accounting System (FAAS), generates and reviews stocktake processes, and maintains a repository of specified fixed asset data and documentation for WACHS.



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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

To improve, promote and protect the health of country Western Australians.

WHAT WE STAND FOR

Quality health services for all.

Improving the health of Aboriginal people and those most in need.

A fair share for country health.

Supporting our team – workforce excellence and stability.

OUR VALUES

Community – making a difference through teamwork, generosity and country hospitality.

Compassion – listening and caring with empathy and dignity.

Quality – creating a quality health care experience for every consumer.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity with a fair share for all.



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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	FINANCIAL ACCOUNTING		
1.1	Administer the fixed asset management process to maintain adequate controls over the custody and safeguarding of fixed assets in accordance with Financial Management Act 2016 , Health Accounting Manual and Australia Accounting Standards		
1.2	Provides fixed asset financial accounting and advisory services to regions of the WA Country Health Service and is responsible for data integrity of the FAAS.		
1.3	Review, analyse data and prepare substantiation papers of Fixed Asset schedules as part of the Annual Reporting.		
1.4	Assists Senior Capital Accountant in maintaining the capital program report		
1.5	Assist in the development and review of processes and procedures in accounting related to Fixed Asset Management		
2.0	FIXED ASSETS MANAGEMENT		
2.1	Creates processes and maintain data in the FAAS relating to new, transferred and disposal fixed assets and performs end of period processing activities and reconciliation of FAAS and GL data		
2.2	Reconcile the Oracle Fixed Asset Module with the General Ledger Clearing Accounts.		
2.3	Generates GL journals relating to new, transferred and “written-off” assets.		
2.4	Processes periodic revaluation data and prepares variance reports		
2.5	Coordinates and conduct stocktakes of fixed assets, analyse , reconcile and rectify discrepancies		
3.0	STAKEHOLDER RELATIONSHIP		
3.1	Provide training and advice WACHS staff on accounting related matters		
3.2	Work collaboratively with Regional Finance Team , Asset Custodians and Senior Capital Accountant to assist and improve control and management of fixed assets.		
3.3	Liaise with internal and external stakeholders regarding Procurement, Accounts Payable and Property Management relating fixed assets management		
3.4	Participates in the internal and external audit process relating asset management		
4.0	COMPLIANCE AND CONTROL		
4.1	Assists in ensuring that WACHS finance activities comply with the Financial Management Act 2006, Treasurer’s Instructions, the Health Accounting Manual and other relevant Legislation, policies and directives enacted and in force from time to time.		
5.0	OTHER		
5.1	As an active participant in WACHS’ quality program, contributes to the continuous improvement of organisational finance systems and services.		
5.2	Performs other duties as required.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		



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Section 5 – SELECTION CRITERIA

ESSENTIAL

- 1 Experience in financial and management accounting.
- 2 Experience using large computerised financial management systems.
- 3 Experience in the implantation and maintenance of financial internal controls.
- 4 Knowledge and experience in the use of contemporary accounting principles and practices including legislative requirements.
- 5 Sound interpersonal, written and oral communication skills.
- 6 Experience in the use of database and spreadsheet programs for analysis and reporting purposes
- 7 Well-developed conceptual, analytical skills, including the ability to identify problems and strategies for resolution.
- 8 Current C Class drivers licence

DESIRABLE

1. Relevant finance competencies in computerised fixed asset management and related financial systems.
2. Experience in the application of the Financial Management Act and Treasurer's Instructions.
3. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Perth	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Current C Class drivers licence 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

