



Role Statement

Role title:	Financial Accountant (CPA)
Level:	Level 5
Position No:	00030529
Business Unit:	Infrastructure and Finance
Directorate:	Financial Policy and Operations
Responsible to:	Manager, Treasury Services
Direct subordinates:	0

Role of Treasury

The Department of Treasury (Treasury) seeks to achieve value for money outcomes for the people of Western Australia. The Department comprises of:

- Treasury Business, which provides economic and financial management and advice to Government. This includes the formulation, implementation and monitoring throughout the year of the State Budget; economic and revenue forecasting; advice and analysis on financial arrangements with the Commonwealth; advice on infrastructure policy and planning; advice on the State's financial management framework; and management of the Public Ledger; and
- Strategic Projects and Asset Sales, which manages the State Government's high-risk infrastructure projects by overseeing major non-residential building projects and pursuing optimum cost, time and quality outcomes. The projects assigned to the Department are typically greater than \$100 million in value. In addition, Strategic Projects and Asset Sales has responsibility for the planning and delivery of the State's asset sales program as determined by Government.

Role Description

The Financial Accountant manages the central accounts of government in accordance with the relevant financial management principles, practices and policies. The position also supports the Manager, Treasury Services in the preparation of reports and taxation returns for the Department and other monitoring and critical reporting activities.

Work required by the role includes (but is not limited to):

- Develops and manages internal accounting controls, registers and procedures compliant with legislation and accounting standards; and identifies and implements process improvements as appropriate.
- Maintains the Government Central Accounts in accordance with financial management legislation and Treasurer's Instructions.
- Produces quarterly financial statements of Treasury and Finance Administered.
- Produces the Treasury administered budget, cash, income and balance sheet statements.
- Develops spreadsheets, financial models, financial reports and system interfaces for analysis using advanced computer skills.
- Incurs and certifies forms on behalf of the Department as appropriate and in accordance with the Financial Management Act 2006 and Treasurer's Instructions.
- Liaises with key stakeholders to effectively organise the reporting timetable.
- Builds and maintains a strong working relationship with the Office of the Auditor General and other internal and external stakeholders.
- Mentors and coaches staff to guide their development of knowledge and skills

Essential Capability Requirements

The five core capabilities below form part of [Treasury's Capability and Leadership Framework](#) and are also based on the Public Sector Commission's Capability Profile. They articulate the desired behaviours and skills required for successful performance in a role at Treasury. Each capability is supported by a set of behavioural indicators which are accessible from the Department of Treasury website (www.treasury.wa.gov.au) Careers page.

Applicants will be assessed on the following essential capability requirements. You will need to ensure you consider the behavioural indicators relevant to the classification level and within the context of the advertised role.

- 1. Strategy and Analysis** – *Anticipates, analyses and evaluates information. Displays innovative thinking and is solutions focussed.*
- 2. Achieves Results** – *Works independently and proactively collaborates with others to achieve results. Displays a strong work ethic and resilience.*
- 3. Builds Productive Relationships** – *Builds trust and effectively works together with a diverse group of internal and external stakeholders to achieve mutually beneficial outcomes.*
- 4. Displays Personal Drive and Integrity** – *Displays judgement, initiative and professionalism. Proactively seeks to continually learn and develop.*
- 5. Communicates and Influences Effectively** – *Communicates complex information in a clear and effective manner for the target audience.*

Essential Role Specific Requirements

1. Substantial experience in applying accounting principles and relevant accounting standards and taxation legislation in the preparation of financial statements and taxation returns.
2. Ability to apply the Financial Management Act 2006 and Treasurers Instructions in a business environment.
3. CPA or CA qualifications.

Desirable Role Specific Requirements

1. Tertiary qualifications in accounting, finance, business or approved equivalent.