## POSITION DETAILS

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| Position Title | Position Number |
| Senior Finance Accountant | 14258 |
| Classification Level | Award/Agreement |
| Level 6 | Public Service Award 1992, or any other prevailing industrial instruments |
| Division/Directorate | Branch/Section |
| Corporate Services | Finance Accounting |
| Physical Location | Effective Date |
| 246 Vincent Street, Leederville | 29/11/2022 |
| Employment Type |  |
| Permanent | Full time |

### REPORTING RELATIONSHIPS

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| --- | --- |
| **Position reports to** | **Positions reporting to this position** |
| 14744 – Principle Financial Accountant – L7 | Nil |

### PURPOSE OF THE POSITION

Assist with preparation of the Department’s Financial Statements and other statutory reporting requirements. Coordinates month end processes, adjustments and reconciliations and provide high quality, customer-focused financial accounting services to the Department in accordance with the *Financial Management Act 2006*, Treasurers’ Instructions, Accounting Standards and departmental policies and procedures.

## ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

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| MISSION | VISION | VALUES |
| **To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.** | **Creating a vibrant, inclusive and connected WA community.** | **Customer Focused**  **Responsive**  **Respectful**  **Accountable**  **Innovative** |

### DLGSC Objectives

* Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors
* Improve participation of culturally and linguistically diverse communities within Government and promote, support and celebrate the State’s cultural diversity
* Contribute to the wellbeing of the community through effective regulation
* Encourage and enable understanding and acknowledgement of Aboriginal history and contemporary society
* Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places.

### DLGSC Approach

We will achieve this by:

* Working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience
* Being efficient, effective and responsive through an agile and flexible workforce
* Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
* Contributing to the achievement of whole-of-State Government targets
* Using evidence based information to develop community focused engagement and partnerships

## DUTIES OF THE POSITION

1. **Financial Accounting**
   1. Assists with preparation of annual financial statements.
   2. Prepares the whole-of-government reporting to Treasury.
   3. Provide high level financial accounting support and advice to Department staff as required.
   4. Assists with the review and implementation of changes to Accounting Standards.
   5. Prepares and manages the Asset Management Program in accordance with Financial Management Manual and review reconciliations, additions, disposals, stocktake and depreciation functions.
   6. Review transactions to ensure the integrity of the financial data. Complete balance sheet reconciliations and take corrective action.
   7. Prepare monthly and annual journals.
   8. Manage restricted cash balances including reconciliations.
   9. Contribute to financial and audit initiatives including enhancing finance reporting and accounting capability.
   10. Assist with preparation of finance report for the Department’s Finance Committee and Executive team, as required.
   11. Provide advice and assistance as required in the preparation of business cases, financial submissions and related accounting issues.
   12. Assist project managers in the preparation of Royalties for Regions and Commonwealth funded project reports.
   13. Provide advice and maintain financial information to comply with the requirements of the *Financial Management Act 2006*, Treasurer’s Instructions, and other relevant legislation and ensure business areas comply with requirements.
   14. Maintain the chart of accounts to ensure it accurately reflects the organisation structure and that cost centres are appropriately aligned to business requirements.
   15. Coordinate preparation and lodgement of Business Activity Statements and Fringe Benefits Tax.
2. **Policies & Procedures**
   1. Assist with the development and implementation of accounting reforms and business improvement systems within the department.
   2. Contribute to the development and maintenance of appropriate best practice accounting policies, guidelines and procedures to meet statutory obligations and operational needs.
   3. Assist with maintaining the Financial Management Manual and ensure continued compliance.
   4. Identify and respond to opportunities for innovation in systems and service delivery.
3. **Communication & Relationship Management**
   1. Work effectively as part of the team, work productively with limited supervision and meet deadlines.
   2. Provides supervision, guidance, training and development, and performance management of staff.
   3. Communicate openly and effectively and build good working relationships across all levels.
   4. Liaise and provide advice and support within the Department on financial accounting matters.
   5. Promote and develop user awareness and understanding of FMIS processing requirements and responsibilities.
   6. Liaise with a range of external authorities including Australian Taxation Office and the Office of the Auditor General.
   7. Demonstrate a professional customer service focus.
4. **Other Duties**
   1. Perform other duties as directed.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

* Comply with the Department’s Code of Conduct, policies and procedures and relevant appropriate legislation; and
* Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## WORK RELATED REQUIREMENTS

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

### Essential

1. Role Specific Requirements
   * Demonstrated contemporary experience in the preparation of accrual financial statements and monthly finance reports, and the application and knowledge of Australian Accounting Standards.
   * Well-developed conceptual, analytical and evaluation skills including the ability to provide high-level innovative solutions to complex problems.
   * Well-developed team work, supervisory and organisational skills that demonstrate an ability to coordinate and deliver key outcomes on schedule.
   * Excellent computer skills, in particular advanced Excel skills and proficiency in the use of a Financial Management Information System.
2. Shapes and Manages Strategy

* Supports shared purpose and direction
* Thinks strategically
* Harnesses information and opportunities
* Shows judgement, intelligence and common sense

1. Achieves Results

* Identifies and uses resources wisely
* Applies and builds professional expertise
* Responds positively to change
* Takes responsibility for managing projects to achieve results

1. Builds Productive Relationship

* Nurtures internal and external relationships
* Listens to, understands and recognises the needs of others
* Values individual differences and diversity
* Shares learning and supports others

1. Exemplifies personal integrity and self-awareness

* Demonstrates public service professionalism and probity
* Engages with risk and shows personal courage
* Commits to action
* Promotes and adopts a positive and balanced approach to work
* Demonstrates self-awareness and a commitment to personal development
* Ability to understand and operate within the mission, vision and values of the Department

1. Communicates and Influences Effectively

* Communicates clearly
* Listens, understands and adapts to audience
* Negotiates confidently

### Desirable

1. A relevant tertiary qualification in accounting and/or membership of an appropriate professional body.

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Appointment is subject to:

* 100 point identification check.
* Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

### Training:

* Complete induction within three months of commencement.
* Complete Accountable and Ethical Decision Making Training within two weeks of commencement.
* Complete any training specific to the role required by Departmental policy.

## CERTIFICATION

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

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**Corporate Executive Representative Signature** Date (DD/MM/YYYY)

*I have read and accept the responsibilities of the Job Description Form.*

*The position’s duties are to be performed in accordance with the Department’s Code of Conduct.*

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**Employee Signature**  Date (DD/MM/YYYY)