



Position Description

Position Title:	Accounting Officer	Classification Level:	5
Position Number:	18826, 33835	Reports to:	Assistant Director External Reporting, L8
Directorate:	Service and Invest	Supervises:	0 FTE
Branch/Section:	Financial Services	Location:	Perth Metropolitan Area

Our Values

Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

Role Summary

The Accounting Officer undertakes financial accounting and reporting activities including assisting with the preparation of the Annual Financial Statements and regular financial reports.

Responsibilities

- Review and prepare month end journals, adjusting and uploading as required.
- Assist with the preparation of the Annual Financial Statements.
- Analyse status of control and clearing accounts and provides advice to the Assistant Director External Reporting.
- Undertake accruals of project invoices across the Department.
- Undertake financial analysis as required by the Financial Accountants.
- Calculate and provide reconciliation on the capitalisation of Government Office Accommodation fit-outs.
- Assist the Taxation Accountant in the preparation of taxation returns.
- Assist the Asset Management and Finance Officer in the analysis and reporting of assets.
- Contribute to the ongoing maintenance of the Financial Management Manual.
- Monitor compliance with accounting policies, standards and guidelines and assists with the audit process.
- Assist across the Department with queries on accounting issues.
- Work closely with various staff on financial accounting issues such as provision of information for the Annual Financial Statements.
- Demonstrate the values in all interactions to contribute towards a values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as required.



Essential Requirements

- Demonstrated financial accounting experience within a complex organisation, and sound knowledge of the statutory financial management framework.
- Proven ability to undertake financial analysis.
- Demonstrated ability to develop professional quality reports and other documents to a variety of stakeholders including Management, the Office of the Auditor General and internal audit.
- Well-developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

Desirable Requirements

- Tertiary qualifications in accounting or related area.
- Eligibility for membership of a relevant professional accounting body.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment Requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: E Butcher, Senior HR Consultant, December 2025

Classification Evaluation Date: October 2024