

## Assistant Financial Accountant

### Financial Services

<b>Position number</b>	00047346
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Principal Financial Accountant (Level 7)
<b>Direct reports</b>	Nil

#### Context

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information communication and technologies (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

We are committed to contemporary work practices and adhere to the following service delivery principles:

**Responsive:** We respond to and reflect the needs of our customers.

**Flexible:** We are flexible and understand that our customers are not all the same.

**Transparent:** We are clear and open about our services, processes and decision making.

**Accountable:** We hold ourselves to high standards and deliver on our commitments.

**Collaborative:** We work in partnership with our customers.

The Financial Accounting and Reporting Branch is part of the Financial Services Directorate and is responsible for coordinating the statutory financial reporting obligations of the Department including the preparation of the Department's quarterly whole-of-government reporting to Department of Treasury, annual financial statements and other external reporting. This includes the preparation of the Department's My School reporting.

The Branch plays a key role in the development of new accounting processes and advising on accounting treatment as well as maintaining mapping for the chart of accounts in consultation with the Budget Management and Analysis Branch.

Visit [education.wa.edu.au](https://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

### Specialist Services

- Prepare financial information and perform activities relating to end of financial period accounts.
- Ensure that transactions are processed in accordance with the *Financial Management Act 2006*, Regulations, Treasurer's Instructions and Department policy.
- Assist with managing, monitoring, and reconciling accounts, ledgers and transactions, including processing General Ledger journals as required.
- Monitor, analyse and review financial deadlines.
- Analyse and provide financial data and information for inclusion in management and department records.
- Assist with the preparation and submission of the quarterly Strategic Information Management System reporting, and the monthly finance report.
- Undertake research to identify variances in financial data to identify emerging trends and issues.
- Maintain systems, reconciliations and internal controls required for monitoring the Department's financial transactions.
- Provide financial and accounting advice to clients.

### Branch Support

- Assist with research and draft responses in respect to audit matters, Ministerial correspondence, parliamentary questions, Australian Bureau Statistics surveys and other information requests to ensure a timely response.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Education Business Services goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Directorate.
- Represent the Branch, as required, on Directorate committees and working parties.
- Provide support in the development of operational policies, procedures and guidelines.
- Provide support and assistance with project initiatives in the Branch as required.

### Customer and Stakeholder Support and Liaison

- Provide quality advice and support to manage and respond to queries, ensuring compliance with legislation.
- Consult effectively with stakeholders to identify issues associated with accounting policies, support and business processes.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

## Selection criteria

1. Demonstrated practical experience in preparing and consolidating accrual financial statements in accordance with relevant Accounting Standards in a large organisation.
2. Demonstrated practical knowledge and understanding of the Government Financial Responsibility Act, Financial Management Act, Regulations and Treasurer's Instructions, and the application of accrual accounting and relevant Accounting Standards.
3. Demonstrated practical experience in financial analysis, interpretation and financial modelling.
4. Sound organisational skills that demonstrate an ability to work autonomously and in a team environment and delivery outcomes on schedule.

5. Demonstrated sound written and verbal communication and interpersonal skills, including the ability to consult and negotiate professionally, build effective working relationships and effectively liaise with officers at all levels.
6. Demonstrated sound conceptual and analytical skills with the ability to establish appropriate resolution strategies to strategic and complex problems and issues.

### **Eligibility and training requirements**

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### **Certification**

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

### **ENDORSED**

Date            12 June 2025  
Reference    D25/0532630