

Taxation Accountant

Finance Services

Position number	00038247
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 6
Reports to	Accounts Processing and Taxation Team Leader (Level 7)
Direct reports	Senior Tax Officer (Level 5) Finance Officer (Level 3)

Context

The Business and Customer Services (BCS) Directorate supports the objectives and outcomes of clients by providing value for money corporate services through skilled and motivated people. The BCS aims to deliver services within an environment of standardised systems and processes.

The Finance Services Branch provides accounts payable, accounts receivable, maintenance of the Department's asset registers, credit card management, lease administration, debt recovery, general ledger and taxation services.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Specialist Services

- Provide expert advice on complex taxation issues, services, policies and programs, including Goods and Services Tax (GST), Fringe Benefit Tax (FBT), superannuation and PAYG.
- Undertake research and interpret new legislation, assess its impact and provide advice to the Accounts Processing and Taxation Team Leader.
- Complete taxation returns, particularly the FBT Return, GST monthly activity statements and other taxation reporting requirements as legislated by State and Commonwealth Departments.
- Contribute to the annual 'FBT Return for Management' detailing summary of FBT expenditure, comparisons and future improvements to reduce costs and improve on compliance processes.
- Contribute to the completion of the 'GST Annual Report for Management' detailing information on GST activities, savings achieved, new and improved processes and compliance activities undertaken.

- Review compliance tax obligations through the provision of services outlined within the Service Delivery Agreement.
- Review transactional processes with an emphasis on ensuring GST input tax credits are being claimed and claims meet Australian Taxation Office and legislation compliance requirements.
- Proactively identify, reduce and minimise current and future FBT expenditure incurred by the Department and provide advice to business units.
- Collaborate with the Accounts Processing and Taxation Team Leader to formulate Private Binding Rulings (PBR) for binding advice on taxation issues affecting the Department of Education.
- Complete and lodge Taxable Payments Annual Report (TPAR) for the Department.
- Research and provide input to performance measures and process statistics to taxation scope of activities.
- Review and maintain forms, templates and user documentation relevant to taxation scope of activity and tax accounting work procedures, checklists and related documentation as required.
- Contribute to the development of initiatives and change management strategies to facilitate agency compliance with taxation legislation.
- Contribute to the development, review and implementation of policy and procedures to ensure taxation compliance and the delivery of services.

Branch Support

- 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.
- Encourage a culture of continuous improvement within both the Finance Branch and the taxation section by enhancing staff professionalism, client focus, improving current practices, timeliness and responsiveness to management and agency issues.
- Represent the Branch, as required, on Directorate committees and working parties.
- Manage staff performance in accordance with the Public Sector Performance Standard and Department policy.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Department policy.
- Contribute to change management projects relevant to the Branch.
- Establish and maintain effective working relationships with internal and external stakeholders, including representing the Department in meetings related to taxation matters.
- Provide leadership and advice to staff within the Branch.
- Provide assistance and support for special projects as required.
- Provide backfill for the Accounts Processing and Taxation Team Leader as required.

Customer and Stakeholder Support and Liaison

- Contribute to the delivery of a coordinated financial accounting service by facilitating functional integration with other work-streams.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Establish and maintain collaborative working relationships and effective communication links with internal and external stakeholders to ensure access to diverse specialist knowledge.
- Provide advice and support to Department staff and liaise with Australian Taxation Office.

Selection criteria

Job Specific

1. Demonstrated well developed skills and experience in the interpretation, impact analysis and application of the Financial Management Act, Regulations and Treasurer's Instructions, financial legislation, the Australian Accounting Standards and government policies for taxation legislation such as FBT, GST and PAYG.
2. Demonstrated well developed skills and experience in the use of complex accounting systems, databases and spreadsheets.

Capability Criteria (see the Education Business Services, Department of Education Learning and Growth Framework for more detailed information)

3. Demonstrated ability to think strategically by evaluating information to draw accurate conclusions and make evidence based recommendations whilst engage others in change processes and providing clear guidance and coaching.
4. Demonstrated ability to achieve results by initiating developing and monitoring team workplans and goals whilst allocating tasks taking into account strengths, capacity and capability.
5. Demonstrated ability to communicate and influence by explaining and discussing complex concepts and instructions clearly and writing persuasively in a range of styles and formats to suit the intended audience.
6. Demonstrated ability to exhibit professionalism and drive by ensuring that personal and team actions are focused on achieving organisational goals whilst being ethical, professional, motivated and demonstrating probity for others to follow.
7. Demonstrated ability to build and sustain productive relationships by creating a supportive and cooperative team environment, maintaining relationships with key customers and defining roles, responsibilities, expected behaviours and outputs.

Eligibility and training requirements

Employees will be required to:

- possess a Tertiary qualification in finance, accounting, commerce or business
- 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 6 January 2025
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