



## JOB DESCRIPTION FORM

### Position Details

<b>Position Title</b>	Management Accountant
<b>Position Number</b>	25476
<b>Classification</b>	Level 6
<b>Division</b>	Operations
<b>Branch</b>	Finance Services
<b>Date Effective</b>	19 January 2026

### Reporting Relationships

<b>Supervisor/Manager</b>	Budget and Financial Operations Manager – Level 7
<b>Direct Reports</b>	Nil.

### Overview of the Position

The Management Accountant role supports the preparation of budgets, forecasts and forward estimates, in consultation with senior management, the Department of Treasury and Finance and the Attorney General's Office in providing accurate, timely and relevant management reporting to support informed decision making across the organisation.

The role provides contemporary management accounting services, including financial analysis, reporting and business intelligence, and undertakes role-appropriate operational financial functions such as payment certification, journal preparation and posting, and routine financial processing activities that support the integrity of the ODPP's financial management framework.

A key focus of the position is the routine and robust monitoring of employee establishment and FTE movements, ensuring alignment between workforce changes, budget allocations and governance requirements, and strengthening oversight across the employment and financial lifecycle.

The position takes ownership of core management accounting functions, budget formulation and the development and implementation of financial governance policies, procedures and system enhancements, and partners closely with business areas to provide proactive, value-added financial advice that supports effective resource management and accountability.

### Purpose Statement

#### *Our Purpose*

To deliver an independent, fair and just criminal prosecution service to the community of Western Australia.

### *Our Vision*

To be trusted by the community we serve to skilfully prosecute cases to just outcomes and contribute to the delivery of a fair criminal justice system in which people are treated with dignity and respect.

### *Our Values*

We are committed to our values of We treat people with respect, We act with integrity, We are committed, We work as a team.

### *Culture*

We strive to maintain a culture within which the people who make up the ODPP team are valued above all else. Those people are vital to the delivery of a prosecution service of the highest quality. We value a culture in which people treat each other with respect and in which people are provided with optimal training, knowledge and information: so they can perform their particular roles within the whole team to the very best of their ability.

Further, we value a culture which provides mentoring, supervision and management of people, so that they are supported in their development and provided with equitable opportunity to achieve their career aspirations at the ODPP.

By a culture which values teamwork, respect and support for each other, and which values providing people with the knowledge and opportunity to develop, we will be best placed to achieve excellence in the performance of the functions of the DPP.

## **About the ODPP's Legal Practice**

The ODPP is an agency within the WA Public Sector. It operates independently of the Government and reports to Parliament through the Attorney-General. It is a critical participant in the administration of justice in the State of Western Australia.

The ODPP's core legal practice involves the prosecution of charges of indictable offences in the Supreme and District Court jurisdictions. The legal practice extends well beyond those limits.

The practice includes:

- managing the prosecution of indictable offences and appearing at disclosure/committal hearing stage of proceedings at Perth Magistrates Court
- conducting appellate proceedings on behalf of the State of Western Australia which arise from the prosecution of indictable offences
- managing the prosecution of indictable offences and appearing at proceedings at the Stirling Gardens Magistrates Court
- taking proceedings which arise under the *Criminal Property Confiscation Act 2000*
- prosecuting charges before the Perth Children's Court and prosecuting indictable offences before the President of the Children's Court elsewhere in Western Australia
- providing high level assistance to the WA Police Prosecuting Division
- prosecuting some charges at Magistrates Court
- considering requests by WA Police to secure the extradition of persons required to answer charges of indictable offences in Western Australia

**Job Description**

KEY RESULTS AREA	OUTCOMES
<b>Budget Management</b>	<ul style="list-style-type: none"> <li>• Undertakes the development of budget submissions for the annual budget and mid-year review process, including capital budget requirements and business cases.</li> <li>• Translates external budget into internal budget framework, and leads the effective administration of the ODPP's internal budget, and associated reporting.</li> <li>• Supports monitoring of resource agreement targets and assist in proposals to maintain sound financial governance in compliance with the Treasurers Instructions (TI's) and strengthens controls supporting responsible financial stewardship.</li> <li>• Coordinates and contributes to the development of robust business cases to support funding submissions and strategic investment decisions.</li> <li>• Undertakes the preparation of the annual budget papers and estimate hearing files with clear financial analysis provisioned to the Attorney General's Office.</li> <li>• Supports the reporting and narrative of KPI and Outcome Based Management efficiency and effectiveness indicators.</li> <li>• Supports robust internal processes including policy and procedural development in the organisations employee establishment, and other key budget expense line items.</li> <li>• Leads the budget and asset tracking modules as per reporting timetables and Department of Treasury and Finance instructions.</li> <li>• Analyses and interprets complex financial data and reports on monthly financial performance.</li> </ul>
<b>Process and Systems Efficiency</b>	<ul style="list-style-type: none"> <li>• Undertakes full year forecasting in collaboration with business areas supporting accurate and forward planning financial decision making</li> <li>• Builds reports within the Financial Management Information System (FMIS) to improve budget management and reporting capabilities and enhance visibility of financial performance and trends</li> <li>• Assists with the preparation of financial processing activities including but not limited to, payment runs, journal preparation and monthly reporting.</li> <li>• Enables routine and robust monitoring of employee establishment and FTE movements, ensuring alignment between workforce changes, approved budgets and financial governance requirements, and supporting improved visibility of workforce expenditure trends.</li> <li>• Assists with the review of business processes, policies and data and the development and implementation of business improvement projects to meet operational and strategic business objectives and strengthen process efficiency and control.</li> <li>• Collaborates with the Business analysis function to build effective resourcing models and trends to support workforce and financial planning.</li> <li>• Contributes to End of Month Reconciliations to ensure data integrity and accuracy of financial reporting.</li> <li>• Maintains up to date knowledge of accounting and financial policies and applies this knowledge to support compliant and contemporary financial practices.</li> </ul>

<b>Business and external stakeholder integration</b>	<ul style="list-style-type: none"> <li>Partners with business areas to provide value added financial advice and information.</li> <li>Builds and maintains effective communication and working relationships across each of the directorates and provides high level advice and support in relation to the ODPP's financial and corporate governance services.</li> <li>Engages operational areas as a trusted business partner, translating complex financial data into practical insights to support decision-making and performance improvement.</li> <li>Builds and maintains effective working relationships with external parties (e.g. Ministerial offices, Criminal Justice Sector Agencies, Department of Treasury and Finance, Office of the Auditor General) on the provision of business services and ensures appropriate liaison, consultation and negotiation occurs to meet the ODPP's objectives.</li> <li>Supports the design, development and delivery of training and education programs for effective budget management.</li> </ul>
<b>Workplace Behaviours</b>	<ul style="list-style-type: none"> <li>Supports the ODPP's policies on workplace mental health and safety to provide a safe working environment.</li> <li>Demonstrates ethical behaviour in all dealings with colleagues and stakeholders.</li> <li>Complies with the ODPP Code of Conduct, and the Public Sector Code of Ethics.</li> <li>Demonstrates commitment to the core values of the ODPP</li> </ul>

## Work Related Requirements

### Essential:

COMPETENCY	DESCRIPTION
<b>Job Specific</b>	<p>Experience in budgeting in a medium to large organisation including:</p> <ul style="list-style-type: none"> <li>Knowledge of WA State Budget processes, management accounting and internal budgeting, Accounting Standards and ability to interpret and apply the <i>Financial Management Act 2006</i>, Treasurer's Instructions and Regulations, and other associated legislative requirements within a complex public sector environment</li> <li>Demonstrated skills and ability in developing financial strategies and producing annual budget statements that support organisational planning</li> <li>Experience in evaluating output cost/price and the financial aspects of output acquittal and providing quality budgeting advice to senior management.</li> <li>Experience in the creation and maintenance of Departmental budgetary information in the Treasury and Finance Strategic Information Management System (SIMS).</li> </ul>
<b>Analytical and conceptual skills</b>	<ul style="list-style-type: none"> <li>Demonstrated ability to collect, analyse and interpret financial accounting data and information to report financial and physical resources.</li> <li>Ability to develop, implement and evaluate projects to achieve outcomes and improve financial and operational effectiveness</li> <li>Conceptual ability including the ability to construct models and frameworks and to translate these for everyday implementation.</li> </ul>

