



Department of Biodiversity,
Conservation and Attractions

**ROTTNEST
ISLAND
AUTHORITY**

Job Description Form

Position Details

Position Title: Financial Accountant	Position Number: 3161882	Level: Level 5
Division: Corporate Services	Branch: Corporate Services	Section: Finance & Procurement
Employment Agreement: PSCA 2024	Location: Fremantle	Effective Date: 9 January 2026

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



Reporting Relationships

Position Title		Level/Grade	Other offices reporting directly to this office	
Senior Financial Accountant		Level 6	Finance Officer (Expenditure)	4
			Finance Officer (Revenue)	4
Responsible to This position				

Officers under direct responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
n/a		

About the Role

The Financial Accountant provides high level support to the Senior Financial Accountant. The role contributes to the maintenance of a robust financial management framework and provision of management and financial accounting services in compliance with government policies, legislation, and accounting standards. The position takes an active role in process and procedures and reporting improvement.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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Responsibilities

Financial Accounting Services

- Assists in the preparation of monthly, quarterly and annual financial reports including preparation of journals and reconciliations.
- Assists in the preparation of the Annual Financial Statements, including the preparation of notes, reconciliations, supporting documentation and issues papers for annual audit purposes.
- Actively support the agency to fulfill its tax obligations including preparation of BAS, payroll tax and FBT returns.
- Assists with the development and maintenance of financial policies and procedures to meet the Treasurer's Instruction, Financial Management Act 2006, Accounting Standards and taxation and other regulatory requirements.
- Supports the development and delivery of financial services (accounts payables, accounts receivables, cash management and corporate card processes).
- Supports the maintenance of financial accounting frameworks in areas of monitoring FMIS and business process controls.
- Prepares timely and accurate reconciliations of cash balances, including restricted cash, special purposes accounts, and administrated items.
- Assists quarterly and yearly reporting process to the Treasury Strategic Information Management System. (SIMS)

Financial Accounting Policy

- Maintains an awareness of legislative and policy frameworks applicable to public sector agencies in Western Australia, relating to financial and accounting matters including Financial Management Act 2006 and Treasurers Instructions and relevant Australian Accounting Standards.
- Assist in the reviewing and developing financial policies, standards and practices to ensure consistency with Government and other recognised standards. Reviews and provides input to the Department's Financial Management Manual.

Other

- Undertakes other duties as directed.

Selection Criteria

Applicants should address the following essential criteria. These should be addressed in no more than three (3) pages in total. Desirable criteria will be assessed as required.

1. Demonstrated experience in the preparation and analysis of financial statements within a large and complex organisation, together with a sound understanding of statutory reporting obligations in accordance with Australian Accounting Standards, the Financial Management Act, and Treasurer's Instructions.
2. Well-developed problem-solving and analytical skills including advanced user skills in Excel, Power Query, Power BI and the ability to analyse and interpret data.
3. Well-developed organisational and time management skills, with the ability to work within deadlines and effectively manage priorities.
4. Demonstrated ability to work collaboratively within a team environment and contribute to the achievement of team objectives.

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5. Well-developed communication skills, with the ability to understand key issues, consult for advice and convey information to stakeholders.
6. Applies and promotes the principles of equity, diversity and work health and safety in the workplace.

Desirable

7. Possession of a relevant tertiary qualification and membership to an Australian professional accounting body.

Behaviour Expectations [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviours for this role is [Personal Leadership](#).

Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1.0
National Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department’s guidelines on National Police checks .	
Current WA Driver’s Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Medical Assessment <input type="checkbox"/> Yes <input type="checkbox"/> No	
Working with Children <input type="checkbox"/> Yes <input type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/	
Allowance and Special Conditions <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)	

Certification

The details contained in this document are an accurate reflection of position.

Division Head	Executive Director
Signature: 	Signature: 
Date: 8/1/2026	Date: 29/12/2025