



## MANAGEMENT ACCOUNTANT

Position Number: 006757 Level: 6

ANZSCO: 221111

### JOB DESCRIPTION FORM

#### THE ROLE

Responsible for the analysis and monitoring of financial performance of the Asset Investment Program, as well as the development, implementation, monitoring and continuous improvement of management accounting policies, practices and systems, to ensure effective financial planning, management and reporting across the organisation. Will also actively contribute to and provide financial advice on life-cycle costing and undertake special projects as required.

#### REPORTING RELATIONSHIPS

**ORG STRUCTURE:** Corporate Services  
Business Services  
Funding Services

#### THIS ROLE REPORTS TO

Senior Management Accountant (006030) Level: 7

#### POSITIONS THAT REPORT TO THIS ROLE

Nil

#### POSITION INFORMATION

**LOCATION:** Cockburn

**SPECIAL CONDITIONS:** The Department is an emergency services organisation and all employees may be required to work business hours or outside of normal business hours to assist with emergencies.

## SPECIFIC RESPONSIBILITIES

*DFES is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour consistent with EEO legislation and Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.*

- Contributes to the development and management of DFES as a member of the Funding Services management team.
- Actively undertakes the development, review and implementation of management accounting and budgeting solutions with a focus innovation and service delivery.
- Undertakes complex analysis of financial and non-financial data and information and provides specialist advice and support in relation thereto.
- Prepares timely internal financial reports (including performance, budgeting, forecasting and variance analysis) with a focus on assets and the Asset Investment Program to advise and empower a range of stakeholders across the organisation.
- Prepares and monitors the Department's annual recurrent and capital budgets and forward estimates to ensure a systematic, consistent and planned approach to the budgeting cycle in line with all budget requirements.
- Assists with the documentation of internal processes, identifies potential issues and offers constructive suggestions for improvement.
- Contributes to the ongoing development and enhancement of financial management information systems.
- Develops and maintains service focused relationships with key internal and external stakeholders based on co-operation, respect and trust.
- Provides in-depth and detailed consultancy around business management practices and financial performance issues and works collaboratively with internal and external stakeholders to assist with accounting, budgeting and costing matters.
- Provides assistance with managing agency cash flows and support with the preparation of cash budgets and forecasts.

### Other

- Play a key leadership role in promoting, creating and maintaining a healthy and safe work environment, including psychological wellbeing.
- Applying DFES health and safety policy and procedures and the risk management framework; including consultation and participation with personnel to resolve safety issues.
- Undertakes other duties as assigned.

## EXPECTED LEADERSHIP BEHAVIOURS

Leadership Expectations are critical to the success of DFES and provide a clear understanding of the expected behaviours for all public sector employees. This position aligns to the context of **Personal Leadership**, and it is essential that you demonstrate the required behaviours below to undertake this role:

Behaviour	Descriptor
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 interests 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.

## SELECTION CRITERIA

*Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.*

### ESSENTIAL CRITERIA

1. Possession of a Tertiary qualification in accounting, business, commerce or equivalent and demonstrated knowledge and experience with accounting standards, practices, legislation and related statutes.
2. Demonstrated ability to accurately analyse complex financial and non-financial data and information, providing written and/or verbal recommendations.
3. Demonstrated communication and interpersonal skills including a commitment to customer service and shared learning and support amongst the team.
4. Demonstrated ability to think laterally and identify and implement innovative practices to improve budgeting and reporting processes.
5. Excellent computer skills coupled with knowledge and hands-on-experience with accounting systems, advanced capabilities using Microsoft Excel and business intelligence applications and related systems.

### DESIRABLE CRITERIA

1. Membership to CPA Australia or the Institute of Chartered Accountants.

## CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified	23 August 2022	23 August 2022	Fiachra Felle
Vs 2.0	Title change	2 September 2022	2 September 2022	Andrea Dawson
Vs 3.0	Leadership Behaviours	14 August 2025	14 August 2025	Jeneen Zoutman