



Financial Accountant - Level 5 (GRS26023)

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| Group: | <i>Corporate Services and Transformation</i> | Location: | <i>East Perth - Mineral House</i> |
| Division/Directorate: | <i>Finance</i> | Supervises: | <i>0</i> |
| Branch: | <i>Financial Reporting and Operations</i> | Reports to: | <i>Senior Financial Accountant</i> |
| Section: | <i>Financial Reporting</i> | | |

Operational Context

The Finance Directorate supports the Department to achieve its strategic and operational objectives by partnering with each portfolio to provide best practice financial planning, analysis, management, accounting services, procurement and contract management. The Directorate provides strategic advice, guidance and reporting, to support informed decision making and the achievement of the corporate and Government objectives.

Role Overview

This position is responsible for the delivery of financial reporting and accounting advice. The role undertakes financial analysis, gathers and monitors financial data, undertakes end of month journals and reconciliations, produces the annual FBT report, assists in the preparation of financial statements, ongoing reporting requirements and annual declarations for internal and external purposes. The role is also responsible for debtor maintenance and management.

Building Leadership Impact as a Leader of Others

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles. Leadership in this position is about delivering high-quality work as a specialist in their domain of expertise, balanced with a focus on training, motivating and enabling others.

Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Establish and maintain effective communication and collaborative working relationships across government and within the Department.
 - Prepare and post monthly journal entries and ensure all accounts are reconciled accurately and in a timely manner.
 - Prepare and submit the annual Fringe Benefits Tax (FBT) report, ensuring compliance with relevant statutory regulations and adhering to reporting timelines.
 - Ensure all tax obligations are met, assist with tax planning activities, prepare accurate GST calculations and BAS reports for submission to the ATO, and respond to tax-related queries.
 - Support and assist the Senior Financial Accountant, during year-end processes, including the preparation of annual financial statements and related audit requirements.
 - Prepare and analyse financial reports for internal and external reporting requirements, including budget-related reporting where required, to ensure compliance with regulatory and statutory reporting requirements for State and Commonwealth government.
 - Manage the debtor ledger, ensuring timely collection of debts, resolving discrepancies, and overseeing debt recovery, including escalations and preparation of write offs and doubtful debt provisions.
 - Collaborate with stakeholders to assist in identifying areas for improvement related to reporting and risk. Provide information to resolve issues raised through internal reviews and external audits.
 - Prepare data for quarterly reporting and respond to any queries.
 - Undertake reviews of processes and procedures to ensure compliance in line with best practices in financial management and accounting services.
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Corporate Responsibilities

The following outlines departmental responsibilities:

- Acts ethically and supports others to do the same, in line with the departments Values and the Code of Conduct.
 - Takes reasonable care to protect your own safety, health and wellbeing at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
 - Performs other duties as directed.
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Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Possession of a tertiary qualification in Accounting or Finance.
- Membership or eligibility for membership of Certified Practising Accountants (CPA) Australia, Chartered Accountants Australia and New Zealand or other recognised professional accounting body.
- Demonstrated experience in financial accounting, reporting, and analysis including tax-related matters and proficiency in the use of financial management/accounting software.
- Demonstrated understanding of the Australian Accounting Standards, Financial Management Act 2006, Treasurer's Instructions and Australian taxation laws.
- Demonstrated analytical, conceptual and problem-solving skills with financial and tax-related issues.

Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Leader of Others - Knowledge](#), the following outlines those that are required to undertake this role:

- **Lead Collectively** - You seek to build and maintain effective working relationships with others, and are mindful of the partnerships that support your efforts to deliver value for your team and work area.
 - **Think Through Complexity** - You use your skills, experience and knowledge to anticipate and identify problems.
 - **Dynamically Sense The Environment** - Your approach is to seek a shared understanding among your team and peers and your own leaders.
 - **Deliver on High Leverage Areas** - You continually improve all aspects of your work area, keeping an open mind to explore innovative alternatives.
 - **Build Capability** - You proactively encourage your team to seek learning opportunities, empowering and guiding them to create and take ownership of their own development pathways.
 - **Embody The Spirit of Public Service** - You ensure your work practices and those of your team or work area are in accordance with the policies and procedures of your agency.
 - **Lead Adaptively** - You take responsibility and accountability for your own development pathway, seeking guidance when necessary to identify appropriate development goals and plans.
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This position reports to:

Senior Financial Accountant

Position No: GRS25076

Classification: L6

Positions reporting to this Role:

This position has no direct reports

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- High integrity required for conflicts of interest
- Nationally Coordinated Criminal History Check

Approved Date

26-MAR-2026