



Senior Tax Officer

Finance Services

Position number	00028024
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 5
Reports to	Taxation Accountant (Level 6)
Direct reports	Nil

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

- Interpret taxation legislation, rulings, accounting standards and other policy to provide advice to Department staff that are affected by taxation requirements, including analysing and providing advice regarding the tax implications of procedural and policy changes such as efficiency/savings plans.
- Research, prepare and review ruling requests and issue papers.
- Conduct audit, review and/or verification activities and report on findings.
- Provide taxation training to BCS and client agency staff and assist with the development, preparation and maintenance of taxation training workshops and materials.
- Provide input to developing systems that facilitate recording and collection of taxation information.

Branch Support

- Assist the Taxation Team Leader in developing policy and procedures and facilitate adoption of best practice in business taxation management.

- Contribute to a work environment that is safe, fosters equity and diversity, enable the achievement of personal and Education Business Services goals and facilitate accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on Directorate committees and working parties.

Customer and Stakeholder Support and Liaison

- Liaise with Department staff and external stakeholders, including salary-packaging providers, the Australian Taxation Office, fleet managers and other State's Taxation Management Units, to obtain information for reporting purposes.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

Selection criteria

Job specific criteria

1. Demonstrated practical knowledge and experience in contemporary accounting and taxation issues, including the interpretation, impact analysis and application of taxation legislation such as FBT, GST and PAYG, in a large government or non-profit organisation.

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

2. Demonstrated ability to think strategically by working through issues, considering alternatives and identifying effective solutions whilst engaging others in change processes and providing clear guidance and coaching.
3. Demonstrated ability to achieve results by initiating developing and monitoring workplans and goals whilst allocating tasks taking into account strengths, capacity and capability.
4. Demonstrated ability to communicate and influence by explaining and discussing concepts and instructions clearly and writing in a range of styles and formats to suit the intended audience.
5. Demonstrated ability to exhibit professionalism and drive by ensuring that actions are focused on achieving organisational goals whilst being ethical, professional, motivated and demonstrating probity for others to follow.
6. Demonstrated ability to build and sustain productive relationships by creating a supportive and cooperative 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 accounting, taxation, finance or commerce and/or considerable experience within a taxation environment
- 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 27 November 2024
Reference D24/0896204