



Job Description Form

Position Details

Position Title: Finance Officer – Accounts Payable	Position Number: DBCA3075239	Level: 2
Division: Science, Strategy and Governance	Branch: Finance Branch	Section: Accounting Services
Employment Agreement: PSA 1992 / PSCA 2024	Location: Kensington	Effective Date: 2 April 2026

Our Values

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



Integrity
Commitment to knowing and doing what is right



Collaboration
Commitment to team, partnership and the support of others



Accountability
Commitment to being transparent, taking ownership and personal responsibility



Respect
Commitment to the respect of people, culture and place



Excellence
Commitment to quality, innovation and continuous improvement

Reporting Relationships

Position Title Coordinator (Accounts Payable and Purchasing Card)	Level/Grade Level 4	⇐	Position title Purchasing Card Coordinator	Level Level 3
↑				
Responsible to	This position			
↑				

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		

About the Role

As part of Accounting Services team, performs a wide range of tasks in accounts payable, purchasing card and general administration to support the Finance Branch operations.

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

Position Title Finance Officer – Accounts Payable		
Position No. DBCA3075239	Level 2	Effective Date 2 April 2026

Responsibilities:

Accounts Payable and Purchasing Card

1. Handles accounts payable enquiries and maintains the central vendor register.
2. Arranges stop payments, follows up on rejected EFT payments, unrepresented and stale cheques.
3. Assists with purchasing card general administration including handles purchasing card applications, changing card limits, reissue cards, dispute, fraudulent transactions etc.
4. Maintains the Department's Financial Delegation Register.
5. Monitors the accounts payable inbox and redistributes invoices to the Department's metro and regional cost centres.
6. Batches and enters invoices into the Oracle accounts payable module.
7. Raises expenditure transfer journals under the instruction of senior officers.

Finance Branch General Duties

8. Clears holding and recoup accounts on monthly basis.
9. Uploads journals to the general ledger for the branch and cost centres.
10. Gathers information for internal and external auditors during the Department's annual audit.
11. Distributes monetary forms to the regional cost centres and maintains the stock and central registers.
12. Completes the weekly branch mail services and monitors the reception finance email inbox.
13. Performs other data entry duties as required.

Other

14. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
15. Undertakes other duties as directed.

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Selection Criteria

Applicants should address the following 5 criteria. These should be addressed in no more than 4 pages in total.

1. Experience in accounts payable processes and purchasing card management.
2. Experience in using computerised accounting systems and Microsoft Office applications.
3. Demonstrated written, verbal, and interpersonal skills appropriate to the provision of quality customer service.
4. Good analytical, problem solving and organisational skills, including ability to meet deadlines.
5. Demonstrated ability to work effectively in both team situations and independently.

The desirable criteria will be assessed as required:


6. Experience in Government accounting procedures and knowledge of the Financial Management Act 2006 and Treasurer's Instructions (DESIRABLE).
7. Knowledge and experience in using Oracle Financials (DESIRABLE).
8. Possession of or progress towards tertiary qualification in accounting (DESIRABLE).
9. Ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience (DESIRABLE).

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 FTE
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 driver's licence is required for appointment to the position) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Working with Children <input type="checkbox"/> Yes <input checked="" 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

Verified by: Recruitment and Establishment Section
Registered JDF
 2 April 2026