



Position Description

Position Title:	Tax Accountant	Classification Level:	6
Position Number:	24961, 33976	Reports to:	Assistant Director External Reporting, L8
Directorate:	Service and Invest	Supervises:	0 FTE
Branch/Section:	Financial Services / External Reporting	Location:	Perth Metropolitan Area

Our Values

Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

Role Summary

The Tax Accountant develops and implements the taxation framework to ensure compliance with all regulatory and legislative accounting requirements. They are also responsible for analysing, interpreting and providing advice on taxation matters for the Department of Housing and Works (DHW) and assist with a range of monthly and end of financial year reporting activities.

Responsibilities

- Promote, coordinate and deliver taxation compliance, analysis, interpretation and advisory services.
- Respond to Australian Taxation Office queries.
- Prepare and lodge taxation returns to the Australian Taxation Office, including Fringe Benefits Tax, Business Activity Statements and Taxable payments annual report.
- Prepare Goods and Services Taxation reports; raise Goods and Services Tax for salary packaging and clearings; and arrange Goods and Services Taxation payments.
- Reconcile Government Vehicle Scheme contributions for FBT purposes.
- Review and interpret all taxation ruling requests.
- Provide interpretation on high level tax legislation issues and provide high level management analysis and reports.
- Maintain the taxation framework to ensure policy, procedures and forms remain current.
- Develop and maintain system based taxation reports to ensure they remain current and align with taxation legislation.
- Contribute to the development of Financial Management Manual with respect to financial reporting.
- Liaise with business units to gather data and to provide advice on matters relating to Accounts Payable and Accounts Receivable processing to ensure compliance with taxation legislation.



- Facilitate and maintain professional taxation networks and keep up to date with Australian Taxation Office rulings and legislation.
- Provide taxation training to team members and business units.
- Work proactively with team members to develop capacity and ensure consistent quality of outputs.
- Contribute expertise and ideas to improvement initiatives.
- Assist with end of month and end of year financial reconciliations.
- Assist with the preparation of the annual financial statements and other reporting requirements.
- Demonstrate the values in all interactions to contribute towards a values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as required.

Essential Requirements

- Substantial experience in the interpretation and application of taxation legislation and sound knowledge of the statutory financial management framework.
- Well-developed knowledge of taxation issues and practices applicable to the operational management of a complex organisation.
- Ability to analyse and research complex taxation matters.
- Highly developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

Desirable Requirements

- Tertiary qualifications in accounting or related area and eligibility for membership of a relevant professional accounting body.
- Exposure in assisting with financial reporting activities.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **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 interest 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.



Pre-employment Requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: A.Berendsen, Senior HR Consultant, April 2026

Classification Evaluation Date: February 2018