



Forensic Accountant

POSITION DESCRIPTION FORM

Region / Portfolio:

State Crime

Directorate / Command / District / Division:

Financial and Cyber Crime Division

Business/Work area:

Forensic Accounting Unit

Position Description Number:

Generic 224

Level:

Level 5

Employment Conditions

Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours
The incumbent may be required to travel intrastate or work at different locations within the country regions.

Location: Perth

Position Objective

Provides forensic accounting analysis and professional advice to police officers conducting criminal and confiscation investigations. Examines financial records and transactions to identify, trace and document the movement of funds and assets. Prepares forensic accounting reports and schedules for use in criminal or civil proceedings and appears as a witness in court. Undertakes components of complex matters under the direction of a Senior Forensic Accountant.

Role of Work Unit

The Financial and Cyber Crime Division provides specialist investigative services to detect and disrupt individuals involved in serious financial crime within or connected with Western Australia, and present evidence to the Magistrates', District and Supreme courts. Investigative units within this division include Financial Crimes Squad, Proceeds of Crime Squad, Cybercrime Squad and the Rural Crime Team. The Forensic Accounting Unit provides dedicated expert accounting support across these operations.

Reporting Relationships

This position reports to:

- Senior Forensic Accountant, Level 6

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Forensic Accounting (75%)

- 1.1 Conducts forensic accounting analysis of financial records, bank accounts, business structures and transactional data to support police investigations in accordance with Accounting Professional and Ethical Standards (APES) 215 requirements on scope, independence and evidentiary standards.
- 1.2 Prepares and signs independent forensic accounting reports, schedules, and evidentiary material for use in criminal or civil proceedings in accordance with required APES 215 disclosures and signs associated witness statements in accordance with judicial requirements.
- 1.3 Provides verbal and written forensic accounting advice to police officers, prosecutors and legal practitioners within the scope of APES 215 and ensures advice remains objective, independent and suitable for potential court use.
- 1.4 Assists police officers with the execution of search warrants and examination of seized financial material.
- 1.5 Assists police officers during interviews by providing financial and accounting clarification, where appropriate.
- 1.6 Identifies, traces, and documents the movement of funds and assets relevant to alleged unlawful activity, ensuring analyses are supported by verifiable evidence with clearly documented assumptions and limitations consistent with APES 215.
- 1.7 Liaises with external organisations, including state and federal law enforcement and intelligence agencies, government departments, solicitors, accountants and financial institutions.
- 1.8 Maintains professional independence and objectivity in accordance with APES 215, relevant professional standards and judicial expectations.
- 1.8 Appears as a witness in court in relation to forensic accounting evidence prepared.

2 Professional Development (20%)

- 2.1 Maintains contemporary knowledge of developments in accounting and financial investigation techniques, criminal methodologies and applicable legislation, and develops skills accordingly.
- 2.2 Participates in training, mentoring, and continuous professional development to enhance forensic accounting capabilities.

3 Other (5%)

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 3.3 Undertakes other duties as directed.

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Work Related Requirements

Essential

Tertiary qualification in accounting or a related discipline

Context in which work related requirements will be applied and or general standard expected.

Applying financial accounting, management accounting, auditing and financial reporting techniques. Keeping abreast of new forensic accounting techniques and developments.

Forensic accounting skills

Applying forensic accounting techniques to examine financial information. Identifying indicators of potential criminal financial activity and preparing evidentiary material that supports criminal or civil proceedings.

Analytical and conceptual skills

Analysing financial transactions, business structures and records; interpreting complex information, synthesising findings and clearly communicating outcomes to investigative stakeholders.

Communication and interpersonal skills

Preparing clear and objective forensic accounting reports. Explaining technical financial matters to non-accounting stakeholders. Contributing effectively within multi-disciplinary investigative teams. Conducting interviews when required. Preparing and signing independent expert reports and witness statements and providing expert evidence.

Computer skills

Using accounting systems and advanced spreadsheet tools – including Microsoft Excel – to examine, analyse and interpret financial information.

Desirable

Progression towards being admitted as a professional member of a recognised professional accounting body in Australia, such as Certified Practising Accountants Australia or Chartered Accounts Australia and New Zealand or the Institute of Public Accountants

Demonstrating commitment to ongoing professional development.

Knowledge of court procedures and the presentation of evidence

Preparing and presenting financial evidence in criminal or civil proceedings and familiarity with court protocols and expert-witness expectations.

Specialist technical knowledge to support enhanced investigative capability

Confiscation legislation, proceeds of crime, digital assets, Blockchain analysis, Anti-Money Laundering / Counter-Terrorism Financing frameworks, money laundering methodologies, financial intelligence processes.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Leading Others**.

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Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
A/Executive Manager Organisation Design & Analysis	Martine Dimond	20/03/2026
Divisional Detective Superintendent Financial and Cyber Crime Division	Peter Foley	24/03/2026