



Team Leader Accounting Operations

Branch:	Accounting Operations
Directorate:	Finance and Procurement Services
Position Number:	00028268
Classification:	Level 4
Physical Location:	Perth (William Street)
Award/Agreement:	Public Service Award & Public Sector CSA Agreement 2024

Our purpose: Empowering a Thriving Community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



Working **together**,
we get things done.



Looking after **ourselves**
and supporting **others**.



Always open to
possibilities.



Taking ownership,
we **deliver**.

Overview of the Directorate

The Finance and Procurement Services Directorate provides the Department of Transport (DoT) with:

- Forward-looking analysis of Department of Transport priorities and opportunities to promote investment decision-making which is in the public interest.
- Coordinated corporate resource allocation and financial performance, management of the budget process and key linkages with Department of Treasury, financial and risk evaluation of resource proposals and positioning of Transport's balance sheet, operating costs and cost recovery framework.
- Strategic coordination of procurement, fleet, lease management services and related policy advice.
- The financial governance framework of Transport, administration of financial accounting systems and information including processing of transactions, asset accounting, development accounting policy and process, assessment of indirect tax compliance and production of external financial reports.

Overall Purpose of the Role

As a member of the Accounting Services Branch, the position will lead and manage the Accounts Payable or Receivable Team. The position undertakes reconciliation, reporting and compliance services pertaining to Accounting Operations activities and provides advice in relation to these services. Liaises with and provides timely and accurate advice to customers (internal and external) in relation to payables or receivables transactions accordingly.

Work Description

The **payables and receivables** activities will be based on operational requirements and as assigned by the Manager Accounting Operations.

1. Supervises the Accounts Payable/Receivable Team and other associated tasks.
2. Provides timely and accurate advice to staff members and customers in relation to payables/receivables transactions.
3. Liaises, consults and collaborates with staff to ensure the coordinated provision of accounting services.
4. Provides a responsive, effective and efficient customer service that reflects organisational standards and facilitates the achievement of organisational objectives, policies and priorities.
5. Undertakes reconciliation, reporting and compliance services pertaining to Accounting Operations activities and provides advice in relation to these services.
6. Contributes to continual process improvement and maintains policies and procedures manuals.
7. Represents the Section in discussions/committees as required.
8. Undertakes other duties as required.

Specific **Payables** work description:

9. Controls and manages the daily Accounts Payable process including but not limited to:
 - a. Payment of invoices,
 - b. Payment of Payroll,
 - c. Cash payment vouchers and refunds,
 - d. Stop payments and EFT returns, and,
 - e. Foreign exchange payments.

Specific **Receivables** work description:

10. Controls and manages the daily Accounts Receivables process including but not limited to:
 - a. Creation of invoices,
 - b. Creation and update of customers,
 - c. Credit notes and refunds,
 - d. Standard and miscellaneous receipts
 - e. Internal bank transfers.

Work Related Requirements

The following criteria are to be applied within the context of this position, which includes alignment to DTMI's values.

Criteria:

Essential:

1. Relevant experience in accounts payables and/or receivables processes and procedures.
2. Ability to interpret and apply policies and procedures.
3. Experience and knowledge in using financial systems and advising users.
4. Demonstrated experience in supervising a team.
5. Demonstrated interpersonal and communication (verbal and written) skills with the ability to liaise effectively with internal and external stakeholders.
6. Well-developed conceptual and analytical skills with the ability to manage complex problems.
7. Ability to identify and recommend process improvements.
8. Proven experience using MS Office Suite with intermediate proficiency in Excel.

Desirable:

Nil

Reporting Relationships

Director Accounting Services, Level 8



Manager Accounting Operations, Level 6



This Position



Nil

Allowances/Special Conditions

A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the position.

**Chief People Officer
People and Culture**