



JOB DESCRIPTION FORM

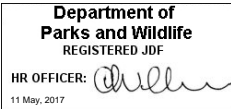
The Department of Parks and Wildlife has the following mission:

To ensure that the nature of Western Australia is protected and conserved, for its intrinsic values and to enrich peoples' lives.

1. Position Details

Position Title Senior Accountant			Position Number DPW3023977
Level/Grade Level 6	Specified Calling Level	Agreement Public Services General Agreement (PSGOGA)	Effective Date 08 May 2017
Division Corporate Services		Branch Financial Services	
Section Budgeting and Reporting		Location Kensington	

2. Reporting Relationships

Position Title Manager Strategy and Reform	Level/Grade Level 9							
↑ Responsible to								
Position Title Manager Reporting and Budgeting	Level/Grade Level 7							
↑ Responsible to		<p>Other offices reporting directly to this office</p> <table border="1"> <tr> <td>Position title Reporting and Budgeting Officer</td> <td>Level/Grade Level 5</td> </tr> <tr> <td>Assets Coordinator</td> <td>Level 5</td> </tr> <tr> <td>Taxation Coordinator</td> <td>Level 5</td> </tr> </table>	Position title Reporting and Budgeting Officer	Level/Grade Level 5	Assets Coordinator	Level 5	Taxation Coordinator	Level 5
Position title Reporting and Budgeting Officer	Level/Grade Level 5							
Assets Coordinator	Level 5							
Taxation Coordinator	Level 5							
This position								
↑ Officers under direct responsibility								
Position Title	Level/Grade	Approx. no. FTEs supervised						

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

- Manages the production of the agency's annual financial statements, key performance indicators and prepares notes to the accounts to meet statutory obligations.
- Provides a wide range of information to internal and external stakeholders.
- Facilitates budgetary planning and support processes including the Forward Estimates.
- Develops policies and procedures for fixed assets and taxation (FBT, GST).

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

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4. Responsibilities of the Position and Broad Outline of Duties

Reporting

1. Manages the production of financial statements and key performance indicators.
2. Prepares notes to annual financial statements.
3. Liaises with Office of Auditor General and Public Information and Corporate Affairs on various financial issues.
4. In collaboration with the Manager, Reporting and Budgeting, assists with preparation of agency's forward estimates and Treasury statutory financial returns.
5. Reviews monthly reporting and other documentation for submission to Corporate Executive.
6. Monitors, reviews, analyzes and reports on data collected from Oracle Financial System.
7. Provides professional advice on all matters pertaining to financial management.
8. Oversees changes to DPaW's Chart of Accounts.

Budgeting

9. In collaboration with the Manager, Reporting and Budgeting, assists in coordinating the development of, and monitoring of the agency's budget.
10. Liaises with external bodies (e.g. Treasury) on budget matters.
11. Assesses budgetary implications of proposed agency strategies and initiatives.
12. Assists in the provision of budgetary advice to the Corporate Executive and senior management.
13. Maintains close and cooperative contact with relevant staff throughout the agency on budgetary matters.
14. Develops appropriate financial models which enable the production of the budget plan on an accrual and a cash basis.
15. Provides liquidity and financial viability planning within the corporate and business planning process.

Other

16. Develops policies and procedures for fixed assets.
17. Oversees policies and procedures relating to Fringe Benefits Tax and Goods and Services Tax.
18. Liaises with central agencies and others to maintain a current awareness of developments and forthcoming changes in government financial management matters and reports when and where appropriate.
19. Participates on working groups, representative bodies and committees representing Reporting and Budgeting Section
20. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
21. Undertakes other duties as directed.

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following 6 criteria in their written application. These should be addressed in no more than 6 pages in total.

1. Demonstrated high level experience in statutory accounting and reporting in a medium or large public or private sector organisation.
2. Demonstrated high level experience in management accounting and reporting in a medium or large public or private sector organisation.
3. Demonstrated interpersonal and communication skills with the ability to communicate effectively with executive and operational staff, together with organisational and teamwork skills.
4. Demonstrated high level conceptual and analytical skills including experience in extracting and analysing data from financial information systems.
5. Demonstrated high level experience in Fringe Benefits Tax and Goods and Services Tax accounting and reporting for a medium or large public or private sector organisation.
6. Demonstrated high level experience in asset accounting and reporting for a medium or large public or private sector organisation.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

7. A degree qualification in Accounting, Commerce or equivalent, along with the achievement of or progress towards a Certified Practising Accountant or equivalent qualification.
8. Demonstrated understanding of occupational, health and safety, and equity and diversity principles and practices.
9. Advanced PC skills with extensive experience in consolidating organisational budget/actual information **(Essential)**, with experience in Oracle Financials **(Desirable)**.
10. 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)**.

Parks and Wildlife values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*.

Essential:

Open, Accountable, Creative, Responsive, Innovative, Outcome-focused, Collaborative, Integrity.

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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6. Other

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full time hours.	1 FTE.		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.			
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a National Police Certificate . For more information refer to the department's guidelines on National Police checks .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	
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7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: