



## **Job description**

### **Department of Finance**

### **Office of State Revenue**

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**Position number 00024850**

**Senior Revenue Officer**

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#### **Position details**

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Classification/level	Level 4
Award/agreement	PSA
Organisation unit	Operations Area 3
Physical location	Perth Metropolitan Area
This role supervises (FTE)	0

#### **Reporting relationships**

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Supervisor	
Position number	00024849
Position title	Principal Revenue Officer
Classification/level	Level 6

#### **Keyword description**

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Considers complex matters, provides customer support, builds effective client relationships, and registers, assesses and collects duty as part of a challenging and dynamic team.

## Organisational context

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The Department of Finance's vision is driving practical, cost-effective and quality outcomes across government to benefit Western Australians.

Our values reflect our vision, who we are and how we go about our business. We want our people to be inspiring and influential; passionate and committed; honest and respectful; and bold and innovative.

The Department of Finance encompasses a variety of businesses:

- Office of the Director General (ODG)
- Strategic Projects (SP)
- Building Management and Works (BMW)
- Government Procurement (GP)
- Office of State Revenue (OSR)
- Strategy and Coordination (SC)
- Corporate Services (CS)

This role is positioned within **The Office of State Revenue**. OSR's primary role is in the administration of revenue laws in a fair and efficient manner for the community of Western Australia. This involves the collection of payroll tax, duties, land tax and a range of statutory based revenues on behalf of other State and Commonwealth agencies, as well as the payment of various grants and subsidies including the first home owner grant.

Further information on Finance business units is available by visiting [www.finance.wa.gov.au](http://www.finance.wa.gov.au).

## Work description

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### LIAISON & ADVICE

Builds effective client relations in accordance with the Department's values, mission, vision and objectives.

Consults with, advises and provides assistance to State Revenue clients and Departmental officers on the interpretation of duties legislation, policies, procedures and rulings.

### COMPLEX ASSESSING

Issues assessments and makes determinations in regard to complex matters in accordance with duties legislation administered by the Department.

Undertakes research and reports on complex assessing matters as required.

### TRAINING

Identifies training requirements in respect of complex matters relating to legislation and policy, and provides guidance to training co-ordinators.

Presents training sessions as required.

### OTHER

Ensures good human resource management and risk management principles are practised in accordance with Departmental policies and guidelines.

This position applies equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable and innovative workplace.

Performs other duties as directed.

## **Work related requirements**

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### **Essential:**

1. Sound communication skills (oral, written and interpersonal).
2. Sound analytical and problem solving skills.
3. Demonstrated ability to interpret and apply legislation, policies, procedures and precedents to complex situations (preferably in a taxation environment).
4. Knowledge of accounting principles and general business practices.
5. Experience in dealing with commercial and financial documentation.
6. Good report writing skills.
7. Demonstrated ability to work effectively in a team environment.

### **Desirable:**

8. Demonstrated experience in the training of staff.
9. Possession of, or progress towards, a relevant tertiary qualification and a commitment to self-development.

### **Pre-employment requirements**

'Australian Permanent Residency'; status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

### **Appointment is subject to:**

100 point identification check; and  
Criminal Records Screening clearance

## **Special equipment/requirements**

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NIL

## **Certification**

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Verified by: *-Karen Merritt-*