



POSITION DETAILS

Position Title

Financial and Management Accountant

Position Number

10679

Classification Level

Level 6

Award/Agreement

Public Service Award 1992/PSGOGA 2017

Division/Directorate

Corporate Services

Branch/Section

Finance

Physical Location

140 William Street, Perth

Effective Date

18/04/2018

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

Director and Portfolio Chief Financial Officer,
Position number 13639, Level 9

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

Assist the Director and CFO meet the requirements of the General Operations Business Plan. In partnership with portfolio organisations, development and implementation of financial management strategies and services that support the achievement of organisation objectives.



ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION	VISION	VALUES
Enlivened and successful communities and economy	To facilitate lively communities and economy and the offering of outstanding and inclusive sporting and cultural experiences	Vision Excellence Diversity Leadership Integrity

DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

DUTIES OF THE POSITION

Compliance

1. Preparation of annual financial statements.
2. Taxation compliance requirements.
3. Coordinates accounting standard and FMA requirements as directed.
4. Ensure portfolio agency staff complies with FMA and State Supply Commission requirements.

Whole of Government

5. Assist the Director and CFO review and develop Portfolio budget bid to Department of Treasury and EERC.
6. Contribute to a range of strategic finance projects that enhance the financial management services provided by the department.
7. Preparation and regular review of agency disbursement/drawdown profile.
8. Assists with WOG reporting including mid-year review and development of annual budget papers.

Reporting

9. Preparation of internal cost centre/project management reports
10. Preparation of finance report for portfolio agency Executive Team, Finance Committee and Board as required.
11. Preparation and loading of monthly accrual adjustment journals.

Agency Liaison

12. Assists in the Coordination of portfolio agency annual budget process.
13. Maintenance of chart of accounts.
14. Provision of high level financial management support and advice to agency staff as required.
15. Ensure agency staff are aware of and supported on day to day financial management and financial system requirements.
16. Management of cash balances.
17. Management of grant balance and preparation of grant financial acquittals.
18. Coordination of aged debtor analysis.
19. Ensure portfolio agency asset register is up to date and stocktake requirements are followed.

Other

20. Contributes to the overall management of the financial services team and ongoing skills development.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Essential Pre-employment requirements: e.g. qualifications, licences

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

Essential

1. Understands strategic objectives, trends and factors that may influence work plans and goals. Scans environment to monitor priorities and keeps self and others informed on work issues.
2. Deals positively with uncertainty and copes in a changing environment, determines action despite lack of clarity. Applies and develops capabilities to meet performance expectations, contributes own expertise to work unit. Demonstrated ability to provide effective services to deliver organisational objectives.
3. Builds and maintains relationships with stakeholders, team members, other teams, colleagues and clients. Actively listens to staff, colleagues, clients and stakeholders, involves and recognises others' contributions.
4. Ability to negotiate and communicate effectively at all levels. Presents messages confidently and selects the appropriate medium for conveying information to the audience's level of knowledge, skill and experience.
5. Considerable recent experience in providing strategic financial management services in a large or medium sized organisation. Strong conceptual, financial analytical and evaluation skills, including the ability to provide high level innovative solutions to complex problems and perform complex financial modelling.

Desirable

1. Experience with Technology One financial system
2. Membership of a professional accounting body such as CA, CPA or IPA.



ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- Nil

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's AEDM within six months of appointment

CERTIFICATION

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

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Corporate Executive Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the Department's Code of Conduct.

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Employee Signature

Date (DD/MM/YYYY)

REGISTERED	
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	
Initials: RF	Date: 08.01.2019