



Job Description Form Senior Accountant Level 5

Position Identification

North Regional TAFE		Position No:	30000033
Division/Branch:	Corporate Services	Title:	Senior Accountant
Section:	Finance	FTE:	Level 5
Location:	Broome	Award/Agreement	Public Service and Government Officers CSA General Agreement 2017

Reporting Relationships

Responsible To:

Position Title:	Manager Finance (CFO)
Classification:	Level 7
Position No:	30000009



Other officer reporting to this position:

Senior Finance Officer
Contracts and Assets Officer
Student Debtors Officer
Finance Officer

This Position:

Position Title:	Senior Accountant
Classification:	Level 5
Position No:	30000033



Positions Under Direct Responsibility
Accountant

Key Role Statement

As part of a team, the Financial Accountant is key in ensuring the accuracy and reliability of financial data, processes and systems. The key responsibilities include:

- Attends to College monthly, statutory. Whole-of-Government, and Annual financial reporting obligations, including monitoring of College cash flow requirements;
- Manages the preparation of the College's operating budget;
- Ensures that internal accounting controls and procedures are followed;
- Ensures the accuracy and reliability of financial information; accounting and reportable data is maintained and compliant with accounting standards and policy.
- Supervision and mentoring of the staff within the finance team.

Key Responsibilities

Financial Management and Accounting Services

- Supervises the Accountant position to ensure that the financial management and accounting functions comply with relevant accounting and legislative requirements and to deliver outcomes that align with the College and Branch objectives, within the resources available.
- Prepares the annual statutory financial statements in accordance with the Financial Management Act 2006 and Treasurer's Instructions, and quarterly Whole-of-Government reporting.
- Prepares and submits the annual Fringe Benefits Tax Return in accordance with accounting, legislative and College requirements.
- Prepares monthly reporting and executive reporting of the College financial position and monitors and maintains the College's cash flow requirements.

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- Maintenance of the college accounting organisational structure and administers the College Chart of Accounts.
 - Performs and approves allocated general ledger reconciliations and analysis of specific general ledger accounts and approves journals for end of month financial management reporting.
 - Attends to FBT, PAYG, GST and Payroll Tax issues as required.
 - Provides assistance and accounting advice.
 - Undertakes research and provides timely and quality accounting, tax and financial advice to the Manager Finance.
 - Maintains up-to-date practical knowledge of relevant accounting and taxation issues and trends appropriate to the College.
 - Ensures the accuracy of accounting, financial and reportable data from interfaced College systems (e.g. student management, payroll, fleet leasing system).
 - Assists with the preparation and monitoring of the College budget.

Internal Controls and Procedures

- Implements and maintains appropriate financial management policies, procedures and internal accounting controls.
- Monitors quality control and compliance with standards, ensuring procedures are followed, and prepares reports on the financial and accounting services provided where standard procedures are not observed.
- Liaises with all levels of College management and staff to ensure that standard accounting procedures are followed.
- Quality assures Financial Management Information Systems data.

Other

- Actively displays and promotes good teamwork behaviours and work ethics.
- Apply relevant safety procedures/guidelines and equal employment opportunity principles to the performance of work.
- Undertakes other duties or projects as required.

Selection Criteria:

Essential

1. Demonstrated knowledge of contemporary financial accounting policies and practices, accounting standards and the financial legislative framework.
2. Demonstrated experience in financial and accounting management, controls, processing and statutory and monthly financial reporting.
3. Proven analytical, conceptual and problem-solving skills in accounting.
4. Highly developed supervision, teamwork, communication and interpersonal skills, including experience in managing a finance team and mentoring more junior staff
5. Possession of or substantial progress towards a relevant tertiary qualification in accounting allowing eligibility of membership to a recognised professional accounting body.

Desirable

1. Knowledge of relevant sections of the Financial Management Act 2006 and Treasurer's Instructions.
 2. Understanding of and commitment to Equal Employment Opportunity and Occupational Health, Safety and Welfare principles and practices.
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Appointment Factors

Location	North Regional TAFE Campus
Accommodation	As per North Regional TAFE Policy subject to eligibility and availability.
Allowances	As per Award.
Travel	Travel to and work at other campuses or sites will be required as the need arises.

Special Conditions**National Police History Check:**

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

Working With Children Check (WWC):

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Current WA 'C' Class Driver's Licence

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

Public Sector Management Act (1994) and Regulations

Vocational Education and Training Act (1996)

Public Sector Code of Ethics

North Regional TAFE's Code of Conduct

Equal Opportunity Act (1984)

Occupational Safety and Health Act (1984)

Internet Terms and Conditions of Use

Employee Software and Compliance Statement

North Regional TAFE policies and procedures

CERTIFICATION

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

Business Unit Manager		Managing Director	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	