

Job Description Form

1. Position Details

Position Title Financial Accountant			Position Number RIA3120479
Level/Grade 5	Specified Calling Level	Agreement PSGOCSAGA 2017	Effective Date 11 June 2019
Division/Authority Rottnest Island Authority		Branch Business Services	
Section Finance		Location Fremantle (commuting as required)	

2. Reporting Relationships

Responsible to

Position Title Manager Financial Accounting	Level/Grade 7
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Responsible to

This position




Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
3 X Finance Officers	3	

Other offices reporting directly to this office

Position title Procurement & Contracts Officer	Level 5
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Department of Biodiversity,
Conservation and Attractions
REGISTERED JDF
HR OFFICER: 
11 Jun, 2019

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:

The Financial Accountant has a significant role in supporting the Manager Financial Accounting in managing a finance team to provide contemporary financial services as well as maintaining a robust financial management framework to facilitate the Authority's outcomes. These services are provided through Financial Management Information System (FMIS) encompassing Accounts Payable, Accounts Receivable, Fixed Assets and General Ledger and Cash modules. The position provides active support in ensuring the FMIS integrity including month end and year end closures and key control reconciliations. The Financial Accountant provides assistance to the Manager Financial accounting with regards to technical accounting advice, the development and implementation of policies and procedures and process improvement initiatives.

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

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

- Supervise the delivery of accounts payable, accounts receivable, cash management and corporate card processes.
- Responsible for managing the month-end and year-end processes.
- Assists with the Authority's compliance with the Financial Management Act 2006, Accounting Standards and other relevant legislation and compliance requirements.
- Assists with the maintenance of a robust financial management framework encompassing the appropriate levels of accountability, accuracy and integrity of the FMIS and business processes.
- Responsible for Financial Asset Accounting including depreciation, asset register, revaluations, general ledger reconciliation and compliance with measurement and recognition policies.
- Ensures compliance with all taxation requirements, including preparation and lodgement of the BAS, Payroll Tax, FBT returns etc.
- Responsible for the reporting of Actuals results to the Department of Treasury (SIMS)
- Takes the lead role in the preparation of the Annual Financial Statements, including the preparation of notes, reconciliations and supporting documentation for annual audit purposes.
- Assists with the development and maintenance of financial policies and procedures
- Assists with the development and deployment of strategies to facilitate organisational before respect to awareness and compliance of policies and procedures.

Other

- 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 5 criteria. These should be addressed in no more than 3 pages in total.

1. Demonstrated sound experience in financial accounting and reporting.
2. Demonstrated sound written and oral communication alongside strong interpersonal skills, including supervisory skills.
3. Well developed leadership skills including the ability to work collaboratively within a team environment.
4. Demonstrated sound organisational skills, including the ability to manage priorities and meet deadlines.
5. Demonstrated sound problem solving and analytical skills, including a high level of proficiency in Excel.

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

6. Possession of a relevant tertiary qualification and/ or eligibility for membership to an Australian professional accounting body
7. Knowledge of occupational, health and safety, equity and diversity principles and practices.
8. Demonstrated knowledge of Financial Management Act (FMA) 2006 and Treasurers' Instructions. (DESIRABLE)

Our Values

**INTEGRITY: UNCONDITIONAL RESPECT FOR PEOPLE, CULTURE AND PLACE
TEAMWORK: DEDICATION TO COLLABORATION AND SHARING
QUALITY: COMMITMENT TO CONTINUOUS IMPROVEMENT
ACCOUNTABILITY: PERSONAL ACCOUNTABILITY**

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 ie 60% of full time hours.	1		
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	221111
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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: