



## Job Description Form

### Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

**Position Title**

Divisional Accountant

**Level**

5

**Position Number**

33123

**Division/Directorate**

Transperth Train Operations

**Branch/Section****Effective Date**

July 2019

**Health Task Risk Assessment Category**

5

---

### Reporting relationships

Superordinate: Business Manager, Level 8

Subordinates: Accounting Assistant, Level 3

---

### Key role of this position

Manages the financial processes, preparation of financial and management accounting reports and provision of accounting and contract administration support to Transperth Train Operations (TTO) Division ensuring that the current practices and procedures are adopted in the Division and that they are consistent with policies and relevant legislative requirements.

---

### Core duties and responsibilities

- Manages the preparation and analysis of the Division's monthly financial reports in accordance with accrual accounting principles. This includes operating expenditure and revenue reports, budget variations, reporting on key performance indicators and forecasts for year-end.
- Provides strategic advice to the General Manager TTO and Divisional staff on all matters relating to financial management.
- Maintenance of the Division's financial records.
- Manages the preparation of the Division's Budget and Key Performance Indicators for the management and evaluates performance.
- Monitors and reports on Divisional financial performance and liaises on an ongoing basis with Transperth and Finance & Contracts Divisions.
- Develops costing models, evaluates projects/events and assists in the preparation of Division's operating budgets for each business area, initiates investigations on significant variances and provides feedback to managers.
- Develops costing models to assist in the Division's financial analysis and evaluation of strategic business decisions.
- Carries out ad hoc investigations and initiates the preparation of suitable management reports that will assist in the organisation's decision making process.

- Manages the Division's Capital works budget including reporting on the financial status of projects and arranging for the capitalisation of assets and completed projects.
- Contributes to the development of the accounting policies and procedures for the Division in accordance with corporate policies, FMA and Treasurer's Instructions and contemporary accounting practices and standards.
- Monitors expenditure and prepares financial management information in relation to major contracts between Public Transport Authority (PTA), relating to TTO, and external organisations.
- Supervises, guides and mentors staff.
- Assists with the preparation and verification of contract variations.
- Assists with contract tender preparation, evaluation and procurement duties in accordance with PTA and Government policies.
- Represents the interests of the Division at Committees and forums including Whole of Government procurements/ CUA contracts and financial matters.
- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training as required.

---

## SELECTION CRITERIA

### 1. Core Competencies

- Relevant tertiary qualifications in Accounting, Finance, Commerce or Business which provides eligibility for membership to CPA Australia, ICAA or IPA.
- Considerable experience in management accounting using accrual accounting principles in a medium/large government organisation.
- Ability to prepare and monitor complex budgets including the investigation and reporting of significant variances.
- Knowledge of FMA, Treasurer's Instructions and other relevant legislation, accounting standards and accounting and financial concepts.
- Ability to prepare and monitor key performance indicators.

### 2. Management and Leadership

- Well developed supervisory skills, including the ability to provide clear advice, direction and appropriate feedback to team members and Branch managers.

### 3. Communication and Interpersonal

- Well developed verbal communication, interpersonal, written and negotiation skills.

### 4. Conceptual, Analytical and Problem Solving

- Highly developed analytical and problem solving skill, with sound experience in research, analysis and assessment of financial information.

### 5. Organisation

- Demonstrated capacity to prioritise work and meet targets and deadlines.

### 6. Personal Attributes

- Commitment to organisational values relating to integrity, honesty, respect, trust and impartiality.

### 7. Computer Literacy

- Relevant experience with Ellipse (or similar financial management information system) and competence using Microsoft Excel and Word packages.

### 8. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.
- Possession of a current Western Australian 'C' or 'C-A' Class Drivers License or equivalent.

---

**Certification**

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

**Managing Director / Executive Director / General Manager**

.....  
**Signature**

.....  
**Date**

**Employee**

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

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

.....  
**Signature**

.....  
**Date**