



General Ledger Assistant Accountant

Finance Services

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| Position number | 00040503 |
| Agreement | Public Sector CSA General Agreement 2019 (or as replaced) |
| Classification | Level 4 |
| Reports to | General Ledger Accountant (Level 6) |
| Direct reports | Nil |

Context

The Business and Customer Services (BCS) Directorate supports the objectives and outcomes of clients by providing value for money corporate services through skilled and motivated people. The BCS aims to deliver services within an environment of standardised systems and processes.

The Finance Services Branch provides accounts payable, accounts receivable, maintenance of the Department's asset registers, credit card management, lease administration, debt recovery, general ledger and taxation services.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Specialist Services

- Prepare financial information and performs activities relating to end of financial periods including transfer of the Department's Payroll payments and deduction files to the Commonwealth Bank of Australia.
- Ensure that transactions are processed in accordance with the *Financial Management Act 2006*, Regulations, Treasurer's Instructions and Department policy.
- Assist with managing, monitoring, and reconciling accounts, ledgers and transactions including processing General Ledger journals as required.
- Monitor, analyse and review financial deadlines including liaising with the Australian Taxation Office to ensure timely payments, summaries and adjustments.
- Analyse and provide financial data and information for inclusion in management and department records.
- Undertake research to identify variances in financial data to identify emerging trends and issues.
- Maintain systems, reconciliations and internal controls required for monitoring the Department's expenditure.

- Provide financial and accounting advice to clients.

Branch Support

- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Education Business Services (EBS) goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Directorate.
- Represent the Directorate, as required, on Division committees and working parties.
- Participate in performance activities to ensure development needs meet personal goals and business needs.
- provides support to the development of operational policies, procedures and guidelines.

Customer and Stakeholder Support and Liaison

- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintains effective communication links and working relationships to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated knowledge and understanding of the *Financial Management Act 2006*, Regulations and Treasurer's Instructions and experience with computerised financial management systems.
2. Demonstrated experience in working with computerised payroll and financial systems including knowledge of accounting controls, spreadsheets and databases.
3. Demonstrated skills and experience in the use of computer software packages, including financial application spreadsheets and word processing.
4. Demonstrated sound research and problem solving skills.
5. Demonstrated initiative and sound organisational skills, including the ability to meet deadlines and identify priorities.
6. Demonstrated sound communication and interpersonal skills with the ability to work in a team environment and to liaise with individuals at all levels.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 17 June 2020
Reference D20/0315645