

# Government of Western Australia Department of the Premier and Cabinet

# SECTION 1 – OFFICE IDENTIFICATION

**ORGANISATION:** Department of the Premier and Cabinet

**DIVISION:** State Services

BRANCH: Corporate Services

SECTION:

Financial and Payroll Services

# **SECTION 2 – REPORTING RELATIONSHIPS**

**Financial Transaction Coordinator** 

Level 4

# JOB DESCRIPTION FORM

#### EFFECTIVE DATE OF DOCUMENT: 26/06/2020

CLASSIFICATION: Level 2

**POSITION NUMBER:** DPC12021

TITLE: Accounts Officer

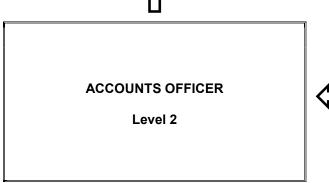
AGREEMENT/AWARD: Public Sector CSA Agreement 2019

LOCATION:

West Perth

Other offices reporting to this office			
Title	Level		
Certifying Officer	3		
Asset Officer	2		
Officer	1		





Officers under direct responsibility			
Title Nil		<u>Level</u>	

## **SECTION 3 – KEY RESPONSIBILITIES**

Prepares payments for certifying, manages Petty Cash and maintenance of Debtors.

### **SECTION 4 – STATEMENT OF DUTIES**

## Summary of Duties

### Details

# ACCOUNTS PAYABLE

Prepares payment voucher for processing and checks GST.

Respond to account enquiries.

#### DEBTORS

Creates Debtor invoices in Sun Systems.

Maintains debtor masterfile.

#### CASH ADVANCES

Provides cash advances to staff.

Reconciles recoups with cash advances.

Regularly monitors outstanding cash advances.

### OTHER

Other duties as directed.

## SECTION 5 – SELECTION CRITERIA

# Essential

Experience in the use electronic financial management systems within an accounts payable environment.

Verbal and oral communication, and interpersonal skills.

Experience working in a highly sensitive and deadline-oriented arena with the ability to prioritise work requirement.

Ability to work within a small team.

#### Desirable

Demonstrated knowledge of the *Financial Management Act (2006)*, Treasurer's Instructions and other relevant legislation and departmental financial policies as they relate to payments.

#### **SECTION 6 - CERTIFICATION**

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

# BRANCH/DIVISION HEAD

**DIRECTOR GENERAL** 

SIGNATURE:

SIGNATURE:

DATE:

DATE:

As Manager I have reviewed the statement of duties and agree this is a current and relevant document.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB

As the Employee I have reviewed the statement of duties.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB