



JOB DESCRIPTION FORM

SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 07/01/2021

ORGANISATION: Department of the Premier and Cabinet
DIVISION: Recovery Implentation and State Services
BRANCH: Corporate Services
SECTION: Financial and Payroll Services

CLASSIFICATION: Level 6	POSITION NUMBER: DPC03048
TITLE: Senior Accountant	
AGREEMENT/AWARD: Public Service CSA Agreement 2019	
LOCATION: West Perth	

SECTION 2 – REPORTING RELATIONSHIPS

<p>Finance Team Leader Level 7</p>

Other offices reporting to this office	
Title	Level
Senior Financial Accountant	6



<p>Senior Accountant Level 6</p>

Officers under direct responsibility	
Title	Level
Finance Officer	4



SECTION 3 – KEY RESPONSIBILITIES

Provides leadership and direction related to financial, budgeting and administration processes for the Department. Provides financial management and taxation services. In addition the position identifies, manages and implements projects which improve financial and administrative systems and reporting capability with the Divisions.

SECTION 4 – STATEMENT OF DUTIES

Summary of Duties

Details

Financial Management and Reporting

Provides leadership and direction and manages the financial and budgeting processes for the Department.

Participates as a member of the Finance team and provides financial information and data to inform and improve business planning and decision making.

Sources and collates information and data and contributes to the preparation of financial reports, mid-year budget review, budget submissions, Budget Estimates Committee briefing notes and annual reviews of fees and charges.

Administration Management

Develops systems and processes to enable effective monitoring and reporting of administrative activities and provides information and data to inform and improve business planning and decision making.

Develops performance indicators in liaison with stakeholders and monitors and reports on KPI's for the Divisions.

Undertakes research and prepares responses to Parliamentary Questions and requests for general information.

In collaboration with stakeholders, develops, implements and improves appropriate systems for the management, storage and dissemination of information for Divisions and Ministerial Offices.

Communication and Relationship Building

Establishes and manages effective working relationships with senior staff in the Department, including Ministerial Offices.

Manages and coordinates negotiations with management in the annual budgeting process, mid-year reviews and preparation of estimates briefing notes.

Project Management

Identifies, recommends and manages cost centres with a view to improving financial and administrative reporting and monitoring systems and increasing the capability to provide accurate and timely reporting.

SECTION 5 – SELECTION CRITERIA

Essential

1. Demonstrated ability to manage and to lead the development, delivery and continuous improvement of financial, budgetary and administrative recording, monitoring and reporting systems and processes.
2. High level of skills, knowledge and practical application in the delivery of financial management services, including relevant legislation, Accounting Standards, Treasurer's Instructions and policies.
3. Demonstrated accounting skills with the ability to analyse, extract and manipulate financial data to meet the Department's reporting obligations. Well-developed conceptual, analytical and problem-solving skills with the ability to provide advice.
4. Well developed conceptual, analytical and problem solving skills with the ability to provide advice on and interpretation of complex financial issues.
5. Well developed project management and planning skills and use of contemporary information technology software and computing hardware.

Desirable

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