

Taxation Accountant

Finance Services

Position number	00038247
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 6
Reports to	Taxation Team Leader (Level 7)
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.

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Key responsibilities

Specialist Services

- Undertake research and interpret new legislation, assess its impact and provide advice to the Taxation Team Leader.
- Complete taxation returns, particularly the Fringe Benefit Taxation (FBT) Return, Goods and Services Tax (GST) monthly activity statements and other taxation reporting requirements as legislated by State and Commonwealth Departments.
- Contribute to the annual 'FBT Return for Management' detailing summary of FBT expenditure, comparisons and future improvements to reduce costs and improve on compliance processes.
- Contribute to the completion of the 'GST Annual Report for Management' detailing information on GST activities, savings achieved, new and improved processes and compliance activities undertaken.
- Research and provide input to performance measures and process statistics to taxation scope of activities.

Branch Support

- Review compliance tax obligations through the provision of services outlined within the Service Delivery Agreement.
- Contribute to the development of initiatives and change management strategies to facilitate agency compliance with taxation legislation.
- Review transactional processes with an emphasis on ensuring GST input tax credits are being claimed and claims meet Australian Taxation Office and legislation compliance requirements.
- Proactively identify, reduce and minimise current and future FBT expenditure incurred by the Department and provide advice to business units.
- Review and maintain forms, templates and user documentation relevant to taxation scope of activity and tax accounting work procedures, checklists and related documentation as required.
- Encourage a culture of continuous improvement within the taxation section by enhancing staff professionalism, client focus, improving current practices, timeliness and responsiveness to management and agency issues.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Education Business Services goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on Directorate committees and working parties.

Customer and Stakeholder Support and Liaison

- Support the development and delivery of education programs and workshops for BCS staff and schools to promote understanding of procedures, practices and compliance requirements.
- Create training materials and information relevant to new or current legislation to internal business units and schools.
- Contribute to the development, review and implementation of policy and procedures to ensure taxation compliance and the delivery of services.
- Provide advice and support to Departmental staff and liaise with Australian Taxation Office.
- Collaborate with the Taxation Team Leader to formulate Private Binding Rulings (PBR) for binding advice on taxation issues affecting the Department of Education.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated well developed skills and experience in the interpretation, impact analysis and application of taxation legislation such as FBT, GST and PAYG.
2. Demonstrated well developed knowledge of taxation issues and practices applicable to the operational management of a complex and diverse agency or environment and experience in the provision of taxation advice to minimise or enhance an entity's tax position within legislative requirements.
3. Demonstrated well developed written, verbal and interpersonal communication skills with ability to provide high-level advice.
4. Demonstrated well developed skills and experience in analysing and solving complex problems and using initiative to implement business improvements.
5. Demonstrated well developed skills and experience in the use of complex accounting systems, databases and spreadsheets.

Eligibility and training requirements

Employees will be required to:

- possess a tertiary qualification in accounting, taxation, finance or commerce
- 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 December 2021
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