



## Tax Support Officer

### Finance Services

<b>Position number</b>	00036278
<b>Agreement</b>	Public Sector CSA Agreement 2021
<b>Classification</b>	Level 3
<b>Reports to</b>	Taxation Team Leader (Level 7)
<b>Direct reports</b>	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](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

##### Specialist Services

- Prepare end-of-month fringe benefits tax (FBT) reports from financial and human resource systems and reconciliations in accordance with requirements of taxation legislation, the *Financial Management Act*, Regulations, Treasurer's Instructions and Australian Accounting Standards.
- Prepare end-of-month goods and services tax (GST) reports from financial systems and prepare the Business Activity Statement for review and submission to the Australian Taxation Office.
- Reconcile various fringe benefits and maintain the relevant register for end-of-year requirements.
- Review motor vehicle taxation information from regions, collate motor vehicle information from Commercial Services, Fleetcare and Riskcover in preparation for FBT end-of-year requirements.

## Branch Support

- Assist the Taxation Team Leader and Taxation Accountant in compiling, researching and constructing data and information requirements for private rulings as required.
- Maintain a register of Tax Advices and Private Rulings.
- In conjunction with other team members, assist in creating training materials.
- Undertake and control the taxation workflow process documents.
- 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.

## Customer and Stakeholder Support and Liaison

- Liaise with the Department's salary packaging provider, fleet manager and employees in relation to GST, FBT and Pay As You Go (PAYG) Tax issues.
- 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 sound financial management skills with the ability to interpret and apply taxation legislation and financial accounting practices and procedures.
2. Demonstrated sound computer skills, including the ability to create, operate, extract reports and manipulate spreadsheets, databases and accounting systems.
3. Demonstrated sound verbal, written and interpersonal communication skills with the ability to build and maintain effective working relationships and liaise with individuals at all levels.
4. Demonstrated initiative and sound organisational skills, including the ability to work with minimum supervision, identify priorities and meet deadlines.
5. Demonstrated sound conceptual and analytical skills, including the ability to apply innovative thinking in problem solving.

## 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 3 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 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

## Certification

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

## ENDORSED

Date 15 November 2022  
Reference D22/0793529