

Role Statement



Position title:	Senior Manager Financial Accounting
Position number:	40002239
Salary and Level:	Level 7 PSCSAA 2022
Reports to:	Director Financial Services (Level 8)
Direct reports:	Financial Accountant (Level 6)

The organisation

Lotterywest is the only State Government owned and operated lottery in Australia, where all the available profit is returned to Western Australians through community and statutory grants. Lotterywest has supported the Western Australian community for over 80 years. Its vision is to 'build a better Western Australia together.'

Lotterywest is the employing agency for Healthway, which is the only State Government agency dedicated to health promotion. For over 30 years Healthway has been providing grant funding to sport, arts and racing organisations, community activities, and to health promotion projects and research. Healthway's vision is for a 'healthy and more active Western Australia.'

About the business unit

Corporate Services is responsible for most of the support functions critical to Lotterywest's operations. In addition to the support role, Corporate Services is responsible for overarching human resources, financial management, records management, project management, governance, security, assurance and compliance.

The business unit comprises seven streams being: Business Services; Finance; Legal Services; People and Culture; Planning; Risk Management and Audit; and Security and Assurance.

Key focus areas of the position

Reporting to the Director Finance Services, the Senior Manager Financial Accounting role manages and leads the Financial Accounting team. The role is responsible for the efficient and timely delivery of accounting services, financial advice, and innovative solutions to meet organisation needs and ensure compliance with the Financial Management Act and other accounting legislation. The role has the following key areas of focus:

- Leads and manages a small financial accounting team.
- Preparation and coordination of financial reporting for Lotterywest and Healthway
- Financial policy research, development, and advice
- Financial modelling and analysis for the organisation
- Statutory compliance obligations, including State and Federal requirements

Key responsibilities

- Leads and manages the financial accounting team, including training and development of direct staff

Role Statement

- Manages the financial accounting activities to deliver outcomes for the organisation
 - Preparation and timely delivery of monthly, quarterly, and annual financial statements and reporting requirements for Lotterywest and Healthway
 - Co-ordination of monthly and year end reconciliations
 - Responsible for Financial modelling and analysis as required
 - Provides leadership, financial accounting advice and support across the organisation
 - Responsible for the development and delivery of financial accounting policies and guidelines, in accordance with FMA, accounting standards and other legislation
 - Responsible for the management and preparation of Treasury reporting requirements (SIMS) Responsible for preparation of financial data contained within Statement of Corporate Intent, Strategic Development Plan, and Strategic Asset Plan.
 - Manages and leads the co-ordination of internal and external audit services
 - Oversees the organisation's taxation obligations, including GST and FBT
 - Contributes to the business planning process for Finance and Corporate Services
 - Other duties as required
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Mandatory / special role requirements

- Police Clearance

Essential Selection Criteria

1. Demonstrated high level financial accounting and reporting capabilities, including financial modelling skills
2. Demonstrated high level experience in management of a financial accounting team and its operations
3. Demonstrated skills in preparing monthly, quarterly and annual financial reports for internal and external stakeholders
4. Demonstrated high level knowledge of accounting standards, legislation and practices, with demonstrated ability to research and analyse accounting concepts
5. Demonstrated communication and negotiation skills with internal and external stakeholders
6. Highly developed analytical and problem solving skills

Required Qualification

Relevant tertiary qualifications in accounting, or approved equivalent

Current membership to CPA Australia or Institute of Chartered Accountants (ANZ) or similar.

Authorised by:

25/08/2023

X Jeremy Hubble

Signed by: Jeremy.Hubble

Jeremy Hubble
General Manager Corporate Services

Date: 25 August 2023