

JOB ROLE STATEMENT

ACCOUNTING OFFICER LEVEL 3

DIRECTORATE FINANCE AND COMMERCIAL SERVICES
BRANCH FINANCE SERVICES **POSITION NO** VARIOUS

KEY RESPONSIBILITIES

Provide a range of accounting services involving Accounts Payable, Purchase Order, General Ledger, Supplier Management and Goods and Services Tax (GST).

KEY DELIVERIES

Accounts Payable, Purchase Orders and General Ledger

- Attend to accounts payable queries and provide advice on accounts payable matters.
- Prepare, collate and analyse reports.
- Assist in the review, update and maintenance of accounts payable procedures and processes.
- Review and enter accounts payable transactions for accuracy in the Financial Management System (FMS), perform three-way matching to purchase order and receipt, identify discrepancies and provide advice.
- Assist in maintaining the compliance and integrity of payments processes, controls and the payment systems.
- Process invoices in the Procure to Pay Invoice Approval Workflow system and assist stakeholders in invoice acquittals.

Supplier Management

- Assist with the maintenance of the supplier database in the financial management system.
- Provide advice and assistance across Main Roads on supplier creation and maintenance.

Goods and Services Tax

- Provide advice and assistance in the provision of GST across Main Roads.
- Assist with analysing transactions for the Business Activity Statements (BAS).

Stakeholder Relationships

- Liaise with internal and external suppliers and customers regarding accounts payable and various financial matters.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL	POSITION NO
ACCOUNTING OPERATIONS SUPERVISOR	LEVEL 5 P0062338

ACCOUNTING OFFICER LEVEL 3

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	
TOTAL			


SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:


- Skill, knowledge and experience in:
 - application of contemporary accounting standards and financial management policies and procedures
 - application of accounts payable, purchase orders, general ledger and other financial management systems
 - analysis and problem solving
 - building and enhancing stakeholder relationships
 - work organisation with the ability to meet work schedules and deadlines
- Knowledge of:
 - policies and practices on Work Health Safety, and on EEO, diversity and equity

CERTIFICATION

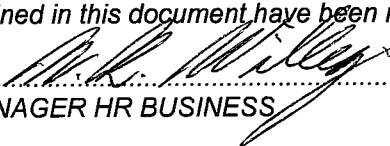
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 19.10.2022
BRANCH/SECTION HEAD

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

SIGNATURE  DATE 19/10/2022
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 20/10/22
MANAGER HR BUSINESS