



Senior Tax Officer

Finance Services

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| Position number | 00028024 |
| Agreement | Public Sector CSA Agreement 2022 or as replaced |
| Classification | Level 5 |
| 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

- Contribute to the coordination and delivery of tax services across taxation streams and provide taxation compliance services, tax legislation and policy interpretation, advice, training and support to Department staff.
- In collaboration with the Taxation Accountant, prepare taxation returns and calculate taxation payable/receivable using taxation software for the Department.
- Interpret taxation legislation, rulings, accounting standards and other policy to provide advice to Department staff that are affected by taxation requirements, including analysing and providing advice regarding the tax implications of procedural and policy changes such as efficiency/savings plans.
- Conduct audit, review and/or verification activities and report on findings.
- Provide taxation training to BCS staff and assist with the development, preparation and maintenance of taxation training workshops and materials.
- Provide input to developing systems that facilitate recording and collection of taxation information.

Branch Support

- Assist the Taxation Team Leader in developing policy and procedures and facilitate adoption of best practice in business taxation management.
- Contribute to a work environment that is safe, fosters equity and diversity, enable the achievement of personal and EBS goals and facilitate accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Branch.

Customer and Stakeholder Support and Liaison

- Liaise with Department staff and external stakeholders, including salary-packaging providers, the Australian Taxation Office, fleet managers and other State's Taxation Management Units, to obtain information for reporting purposes.
- 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 practical experience in the interpretation, impact analysis and application of taxation legislation.
2. Demonstrated practical knowledge of contemporary accounting and taxation issues and practices applicable to the operational management of a large government department or non-profit organisation.
3. Demonstrated practical understanding and application of the Australian Accounting Standards, Financial Management Act and Auditor General Act, Regulations and Treasurer's Instruction.
4. Demonstrated sound written, verbal and interpersonal communication skills, including the ability to deal effectively with a wide range of individuals at all levels.
5. Demonstrated sound conceptual and analytical skills, including the ability to identify issues and generate strategies to address them.

Eligibility and training requirements

Employees will be required to:

- possess a tertiary qualification in accounting, taxation, finance or commerce and/or considerable experience within a taxation environment
- 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 13 April 2023
Reference D23/0492305