Job Description Form – Senior Finance Officer

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| **Position number:** | 16433 | **Classification:** | Level 4 |
| **Division:** | Finance | **Branch/section:** | Financial Accounting |
| **Reports to:** | 15783 - Senior Financial Accountant | **Direct reports:** | Nil |

About the Department

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| Mission | Vision | Values |
| To lead the public sector in community – focused delivery with a high performing organisation and thriving workforce. | Western Australia is celebrated as the best place to live in Australia. | RespectfulAccountableResponsiveOpen-mindedIntegrity |

Context

The Office of the Deputy Director General — Capability and Performance provides executive and administrative support to the Deputy Director General. The Capability and Performance portfolio includes:

* Corporate Communications
* Corporate Services
* Strategy and Performance Accountability
* Legal Services
* State Records Office.
* Finance

Position purpose

Assist with preparation of the Department’s financial statements and other statutory reporting requirements. Assist with the coordination of month end processes, accruals, adjustments, data analytics and reconciliations and provide finance support. Assist with the preparation of statutory taxation requirements including business activity statements and fringe benefits tax returns.

Responsibilities

1. Assist with the preparation of annual financial statements.
2. Assist with the preparation of monthly reports, variance analysis and cost recovery calculations.
3. Assist with month end processes by preparing accrual journals, financial adjustments and general ledger reconciliations.
4. Assist with fortnightly payroll journals including superannuation and salary deductions and perform monthly salary clearing account reconciliations.
5. Assist with reviewing transactions to maintain the integrity of financial data in the general ledger.
6. Assist with the preparation of Business Activity Statement (BAS) and Fringe Benefits Tax (FBT) returns.
7. Assist with timely data and financial analysis using data analytics tools to detect anomalies, exceptions and trends to enhance internal controls and business improvement.
8. Assist with the asset management including additions, disposals, stocktake, depreciation and reconciliations.
9. Assist with policy development, updates and ensure compliance with the requirements of the Financial Management Act 2006 (FMA), Treasurer’s Instructions (TI), Australian Accounting Standards and other relevant legislation.
10. Provide advice and support to the Department and Statutory Authorities through effective stakeholder engagement to ensure best practice in financial accounting.
11. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
12. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

Work related requirements

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

Essential

* 1. Demonstrated understanding of accounting principles and month end procedures, accruals, adjustments and reconciliations.
	2. Demonstrated experience in processing and analysing financial transactions.
	3. Well-developed analytical skills with a high attention to detail.
	4. Well-developed planning and organisational skills, including the ability to prioritise tasks and meet deadlines.
	5. Ability to work collaboratively in a team environment.
	6. Sound interpersonal, verbal and written communication skills with the ability to adapt messaging to suit the audience.
	7. Competency in computer skills, in particular Excel skills and proficiency in the use of a Financial Management Information System.

Desirable

1. A relevant tertiary qualification or progression towards a relevant tertiary qualification in accounting or finance.

Special conditions

Nil.

Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) prior to commencement.

Other conditions specific to this role are:

Nil.

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| Registration date | 12/09/2024 |