



Accounts Processing Coordinator

Finance Services

Position number	00046772
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 6
Reports to	Accounts Processing and Taxation Team Leader (Level 7)
Direct reports	Purchase to Pay Coordinator (Level 4) Accounts Receivable Coordinator (Level 4) Senior Finance Officer (TRB) (Level 4)

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 to find out more information about the Department of Education.

Key responsibilities

Specialist Services

- Provide leadership, direction, support and guidance to staff to undertake a range of financial accounting and reporting activities relating to accounts processing, including accounts payable, accounts receivable, purchase card administration, debt recovery, vendor maintenance and finance related to the Teachers Registration Board.
- Maintain current knowledge of applicable legislation, including Goods and Services Tax, *Financial Management Act 2006*, Treasurers Instructions, Australian Accounting Standards and government accounting policies and procedures.
- Maintain an expert awareness of relevant trends and issues and ensure mandatory obligations are met, compliance with relevant legislation is maintained, and activities are consistent with established policy and procedures (including the *Financial Management Act 2006*, accounting standards, taxation legislation, and legislation).

- Take a lead role in the development, use and control of the Accounts Payable and Receivable modules of the financial management system.
- Monitor and provide data for monthly reports on progress against key performance indicators (KPIs).
- Review and approves journals, balance sheet reconciliations and bank reconciliations for accounts processing.
- Provide comprehensive, timely, accurate advice and support to stakeholders relating to Accounts Processing, ensuring reporting requirements meet Department needs.
- Maintain the banking software authorisers and administrators in line with banking policies and procedures.
- Ensure Ministerial correspondence, parliamentary questions and general correspondence are attended to in a timely and informative manner.
- Coordinate information to provide to internal and external auditors as required.
- Provide support in the development and implementation of accounts processing policies, guidelines and appropriate practices and procedures for the Branch and its stakeholders to support best practice and the operational and strategic objectives of the Department.
- Maintain and update the Department's Accounts Processing content, procedures and guidelines, ensuring the processes are in accordance with *the Financial Management Act 2006* and current Treasurer Instructions.

Branch Support

- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Encourage a culture of continuous improvement within both the Finance Branch and the accounts processing section by enhancing staff professionalism, client focus, improving current practices, timeliness and responsiveness to management and agency issues.
- Represent the Branch, as required, on Directorate committees and working parties.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Department policy.
- Contribute to change management projects relevant to the Branch.
- Establish and maintain effective working relationships with internal and external stakeholders, including representing the Department in meetings related to accounts processing.
- Provide assistance and support for special projects, as required.
- Provide leadership and advice to staff within the Branch.
- Provide backfill to Accounts Processing and Taxation Team Leader and areas as required.

Customer and Stakeholder Support and Liaison

- Contribute to the delivery of a coordinated financial accounting service by facilitating functional integration with other work-streams.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders to ensure access to diverse specialist knowledge.

Selection criteria

Job Specific Criteria

1. Demonstrated well developed knowledge and experience in the application of legislation, including Goods and Services Tax, *Financial Management Act 2006*, Treasurers Instructions, government accounting policies and procedures and the Australian Accounting Standards.
2. Demonstrated well developed knowledge and understanding of accounts processing functions within a computerised financial accounting systems and proficiency in the use of spreadsheets and databases.

Capability Criteria (see the Education Business Services, Department of Education Learning and Growth Framework for more detailed information)

3. Demonstrated ability to think strategically by evaluating information to draw accurate conclusions and make evidence-based recommendations whilst engage others in change processes and providing clear guidance and coaching.
4. Demonstrated ability to achieve results by initiating developing and monitoring team workplans and goals whilst allocating tasks taking into account strengths, capacity and capability.
5. Demonstrated ability to communicate and influence by explaining and discussing complex concepts and instructions clearly and writing persuasively in a range of styles and formats to suit the intended audience.
6. Demonstrated ability to exhibit professionalism and drive by ensuring that personal and team actions are focused on achieving organisational goals whilst being ethical, professional, motivated and demonstrating probity for others to follow.
7. Demonstrated ability to build and sustain productive relationships by creating a supportive and cooperative team environment, maintaining relationships with key customers and defining roles, responsibilities, expected behaviours and outputs.

Eligibility and training requirements

Employees will be required to:

- possess a relevant Tertiary qualification in finance, accounting, commerce or business or equivalent substantial experience
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit 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 and every 3 years thereafter
- 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 18 November 2024
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