



# Financial and Management Accountant

## Position Details

Position Number: 30000777

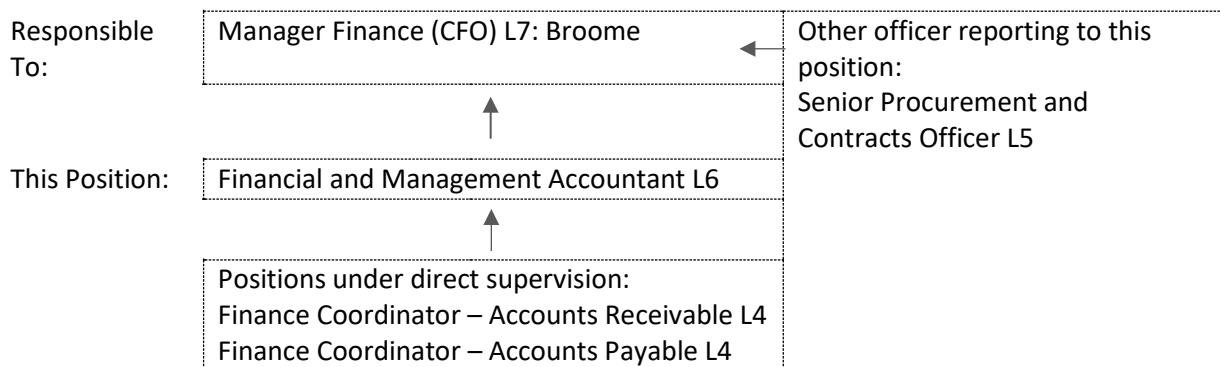
Classification: Level 6

Award/Agreement: Public Service and Government Officers CSA General Agreement 2021

Directorate: Corporate Services

Location: Broome, Karratha or South Hedland

## Reporting Relationships



## Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

## Our Values

The minimum standards reflecting in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day to day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.





## Position Overview

The Financial and Management Accountant is responsible for ensuring the effective management of college financial accounting and related statutory, whole of government and other reporting, providing senior stakeholders with specialist advice on high value high-risk contracts and overseeing the day-to-day operations of the finance services accounts receivable and payable teams.

## Position Responsibilities

### Financial Management and Accounting Services

- Oversees the provision of financial services including accounts receivable, accounts payable, general ledger, taxation and cash management ensuring the quality, reliability and data integrity of the college's financial information.
- Manages the end of period processes, ensuring appropriate accounting entries are performed, necessary adjustments are done and accounts are reconciled in a timely manner to support college reporting.
- Develops, analyses and reports college actual results according to all agency, statutory and policy requirements, including financial statements, federal reporting obligations and whole of government reporting.
- Prepares monthly financial reporting for all budget holders, Executive Management Team, Finance, Audit & Risk Management Committee and Governing Council, and monitors and maintains the College's cash flow requirements.
- Maintenance of the college accounting organisational structure and administers the College Chart of Accounts.
- Attends to FBT, PAYG, GST and Payroll Tax reporting as required.
- Reviews the general debtor write-off submission for managerial endorsement.
- Reviews results and provides data for key performance indicators and benchmarks.
- Support to the Manager Finance (CFO) for the provision of specialist advice on college financial management and performance issues.
- Performs and approves allocated general ledger reconciliations and analysis of specific general ledger accounts.
- Ensures the accuracy of accounting, financial and reportable data from interfaced College systems (e.g. student management, payroll, fleet leasing system).
- Oversees the preparation and monitoring of the College budget including negotiations with managers and Directors.

### Internal Controls and Procedures

- Implements and maintains appropriate financial management policies, procedures and internal accounting controls.
- Monitors quality control and compliance with standards, ensuring procedures are followed, and prepares reports on the financial and accounting services provided where standard procedures are not observed.
- Liaises with all levels of College management and staff to ensure that standard accounting procedures are followed.
- Quality assures Financial Management Information Systems data.

### Other

- Provides specialist advice on complex contract development and management issues for high value high-risk contracts.
- Supervises the activities and performance of the financial services accounts receivable and payable teams.



- Undertakes research and provides timely and quality accounting, tax and financial advice to the Manager Finance (CFO).
- Participate in internal and external audit processes and take corrective action to ensure integrity of financial information.
- Maintains up-to-date practical knowledge of relevant accounting, taxation and procurement issues and trends appropriate to the financial activities of the College.
- Apply relevant safety procedures/guidelines and equal employment opportunity principles to the performance of work.
- Supports the Manager Finance (CFO) to undertake other duties or projects where required

## Selection Criteria

### Essential Criteria

1. Qualified Accountant eligible for membership of either CPA Australia, the Institute of Chartered Accountants, the Institute of Public Accountants or appropriate membership of a recognised overseas accounting body in accordance with Treasurer's Instructions (or progression toward).
2. Demonstrated experience in the operation and maintenance of a large Finance Management Information System (FMIS), and experience in preparing whole of government and statutory financial reports in accordance with accounting standards, Financial Management Act (FMA) and relevant policies.
3. Demonstrated knowledge of whole of government financial management requirements and reporting obligations for a government agency.
4. Demonstrated experience in financial and management accounting, controls, processing and statutory and monthly financial reporting.
5. Proven ability to work in a collegiate manner, with high level interpersonal skills in team supervision.
6. Substantial experience in the communication of advice, policies and procedures on core finance transactional services to internal and external customers.
7. Proven ability to apply analytical and conceptual skills in the utilisation of databases and presenting financial information for decision making purposes.
8. Highly developed team, communication, interpersonal, negotiation and report writing skills.

### Desirable Criteria

1. Current knowledge and commitment to Equity and Diversity and Occupational Safety and Health in all aspects of employment and service.

### Appointment Factors

**Location:** North Regional TAFE Campus

**Accommodation:** Not applicable

**Allowances:** As per Award.

**Travel:** Travel to and work at other campuses or sites will be required as the need arises.

### Special Conditions

#### National Police History Check:

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training



**Working With Children Check (WWC):**

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

**Current WA 'C' Class Driver's Licence**

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.


**Prescribed Legislation and Regulation**

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

- Public Sector Management Act (1994) and Regulations
- Vocational Education and Training Act (1996)
- Public Sector Code of Ethics
- North Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Occupational Safety and Health Act (1984)
- Internet Terms and Conditions of Use
- Employee Software and Compliance Statement
- North Regional TAFE policies and procedures

**CERTIFICATION**

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Employee		Managing Director	
Name:		Name:	Paula Dewhurst
Signature		Signature	
Date:		Date:	17/01/2025