Job Description Form – Principal Financial Accountant

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| **Position number:** | 16621 | **Classification:** | Level 7 |
| **Division:** | Racing, Gaming & Liquor | **Branch/section:** | Office of the GWC |
| **Reports to:** | 15769 - General Manager (CFO) - Finance - Office of the GWC | **Direct reports:** | 1 |

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. | Respectful  Accountable  Responsive  Open-minded  Integrity |

Context

The Racing, Gaming and Liquor team regulates and maintains the integrity of all lawful racing, gambling, and liquor activities in the state by providing guidance for industry to maintain compliance with relevant legislation for the benefit of all Western Australians.

The Office of the Gaming and Wagering Commission of Western Australia (GWC or the Commission) is responsible for administering laws relating to gaming and wagering in Western Australia.  The Gaming and Wagering Commission Act 1987 establishes the Commission to control and regulate gambling in the industries of gaming and wagering. It provides the regulatory framework enabling permitted gambling. Other legislation administered are the Casino Control Act 1984, the Betting Control Act 1954 and the Racing and Wagering Western Australia Act 2003.

The Commission is a State Government statutory authority and has obligations under the Financial Management Act 2006 and associated Treasurer’s Instructions. 

Position purpose

The Principal Financial Accountant is responsible for ensuring the financial, human, and operational resources of the Gaming and Wagering Commission of WA (the Commission) are effectively deployed to support the delivery of the Commission’s responsibilities. This position oversees all statutory financial and reporting obligations for the Commission including financial management, procurement, and internal assurance and auditing for the purpose of reform, regulation and maintaining the Commission’s integrity of gaming and wagering activities in Western Australia. The role works collaboratively within the agency and across portfolio organisations to deliver high quality, professional financial management advice and services.

The incumbent will be employed by the Department of Local Government, Sport and Cultural Industries (DLGSC) but will work for the Commission for the duration of their employment. This position works closely with the General Manager Finance Office of the GWC (CFO) who have oversight of financial management at the Commission, the Department of Treasury communications, requests and actions.

Responsibilities

1. Participates as a member of the senior executive finance team to deliver high quality professional financial management advice and service.
2. Provision of high-level financial management support and advice.
3. Coordination of department and portfolio agency/s internal budget process.
4. Review and approve SIMS submissions.
5. Coordinates the budget cycle through reviewing the Commission’s budget and Expenditure Review Committee submissions.
6. Coordinates and reviews Whole of Government reporting for the Commission including Mid-Year review and development of annual Budget Papers.
7. Analyse financial information including expenditure trends and identify opportunities for improvements and efficiencies.
8. Review high quality and timely finance reports for the Executive, Finance Committee and Boards.
9. Assists with the preparation of annual financial statements and attends to audit queries as required.
10. Review and approve journals within their delegation.
11. Review and approve BAS.
12. Review and approve reconciliations and other accounting workpapers.
13. Ensure compliance with the Financial Management Act, Treasurer’s Instructions and Accounting Standards and other financial legislative requirements.
14. Contributes to internal policies and procedures in line with accounting standards and Financial Management Act requirements.
15. Contributes to the development of team capabilities and the overall management of the finance team and ongoing skills development.
16. Promote a work environment and culture that empowers, motivates staff and promotes development of job relevant skills and potential.
17. Provide input to activities involving the evaluation of team performance, including identifying critical success factors and facilitating continuous improvement activities.
18. Contribute to the enhancement and continuous improvement of financial management services provided by the team.
19. Build and maintains effective working relationships with external and internal stakeholders.
20. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
21. 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. Role Specific Requirements

* Relevant tertiary qualification and full membership of Australian recognised professional accounting body.
* Significant recent experience in providing strategic financial management services in large or medium sized organisations.
* Experience in the application of relevant legislation, Accounting Standards and financial management processes, including contemporary knowledge and experience with financial management information systems.
* Experience in the preparation of internal budgets and financial management reports with knowledge of the Government budget framework including strong skills in data analysis, and a high level of conceptual and analytical ability to solve complex problems.
* Experience in the preparation of annual Financial Statements in compliance with the relevant Australian Accounting Standards Board (AASB), Treasurers Instructions (TI) and other relevant accounting legislation.

1. Shapes and Manages Strategy

* Conceptual, problem solving, judgement, common sense and analytical skills with an ability to use initiative and strategic thinking to manage a range of complex and confidential matters.

1. Builds Productive Relationship

* Nurtures internal and external relationships
* Guides, coaches and develops people

1. Exemplifies personal integrity and self-awareness

* Exhibits a commitment to public service professionalism, probity and personal development and the ability to engage with appropriate risk, demonstrating resilience when faced with complex challenges.

1. Communicates and Influences Effectively

* Demonstrate high level communication and interpersonal skills within the organisation and other government agencies

Desirable

1. Experience working in government in a regulatory agency and/or a statutory authority.

Special conditions

Ability and willingness to undertake travel for business needs

Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

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| Registration date | 28 January 2025 |