



Job Description Form

Accounts Officer (DPC12021 & DPC10024)

Directorate:	State Services	Reports to:	Financial Transactions Officer
Branch/Section:	Financial Services	Supervises:	0
Location:	Perth Metro		

Our vision is to lead a connected government that delivers a brighter future for Western Australians.

The Department of the Premier and Cabinet (DPC) leads the public sector in providing whole-of-Government advice and support to the Premier and Cabinet in their service of the WA community.

Our areas of responsibility include Office of Digital Government, Intergovernmental Relations and Strategic Priorities, Aboriginal Engagement and Community Policy, Infrastructure, Economy and Environment and State Services.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

Our values, *Leadership, Connection and Impact*, underpin the way we work.

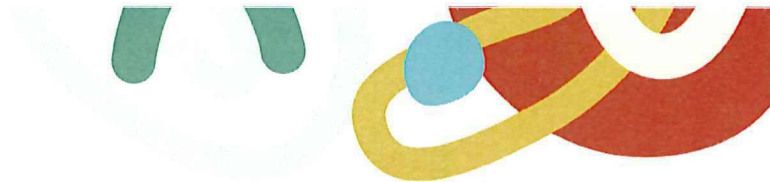
The Financial Services Branch ensures the Department meets all of its financial reporting obligations. This includes both internal and external reporting requirements.

About the Role and Responsibilities

The Accounts Officer is responsible for processing high volume supplier and debtor invoices in a timely and accurate manner. The Accounts Officer also assists with other related tasks as required.

Accounts

- Accurately prepares and processes Purchase Order reconciliations, Accounts Receivable and Accounts Payable transactions in a timely manner.
- Ensures payment details in the Financial Management Information System match payment details on invoices.
- Performs Banking duties as required
- Processes requests for New Customer and Supplier establishment
- Assists in performing Quality Assurance tasks for Accounts Payable payment runs
- Assist the Financial Transactions Officer to meet compliance and reporting requirements
- Ensures the debtor Masterfile is regularly updated and accurate.
- Responds to account enquiries ensuring follow up on outstanding items and escalates items as required.



Corporate Responsibilities

- Exhibits accountability, professional integrity and respect consistent with DPC Values, the Code of Conduct, and the public sector Code of Ethics.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the Work Health and Safety Act 2020
- Undertakes other duties as required.

Work Related Capabilities (Selection Criteria)

ESSENTIAL

- Experience using Financial Management Information Systems and processing large volumes of transactions.
- Demonstrated knowledge of Accounts Payable, Accounts Receivable and transactional procedures.
- Well-developed verbal, written and interpersonal communication skills with the ability to build and maintain effective working relationships and liaise with individuals at all levels, internally and externally.
- Good organisational skills, demonstrating the ability to prioritise and meet all deadlines.

DESIRABLE

- Knowledge of the *Financial Management Act (2006)*, Treasurer's Instructions and other relevant legislation and departmental financial policies.

You must also be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments need a valid work visa for the duration of their contract.

Appointment is also dependent on a 100-point identification check and Criminal Records Screening Clearance.

Certification

Authorising Signature:

Date: 15/8/24

People Services:

Date: 19/08/2024