

# JOB DESCRIPTION FORM

<b>Position title/number:</b>	Financial Accountant (12200203)		
<b>Classification:</b>	General Division Level 5/6		
<b>Roster:</b>	Full-time (37.5 hours per week)		
<b>Division:</b>	Business Services		
<b>Business Unit:</b>	Finance		
<b>Reports to:</b>	Chief Finance Officer - Level 9 (12200201)		
<b>Supervises:</b>	0 FTE	<b>Office location</b>	Perth

## Job Description

The Financial Accountant provides high quality, customer focused financial accounting services to the business in accordance with the *Financial Management Act 2006*, Treasurers' Instructions, Accounting Standards, and departmental policies and procedures. This position is responsible for all external financial reporting requirements to meet statutory and compliance obligations and for developing best practice financial accounting policies and procedures.

## About Us

Legal Aid WA has one purpose: to see that the law protects all Western Australians regardless of poverty or disadvantage. We provide legal assistance services across Western Australia and the Indian Ocean Territories. We deliver those services through our offices in the metropolitan area and regional WA, Virtual Offices, outreach locations, and private lawyers across the State on our panels. We are funded by the State and Federal Governments, are governed by a Board of Commissioners, and we are accountable to the Western Australian Attorney General.

We are guided by our vision of providing equitable access to justice to support a fair and safe community, and we are driven by our values:

- Making a difference
- Client centred
- Respect
- Innovation
- Efficiency
- Transparency

## Scope of Duties

- Responsible for all external financial reporting requirements to meet statutory and compliance obligations, including the preparation of monthly and annual financial statements, and Whole of Government reporting to the Department of Treasury.
- Responsible for system administration and development of the financial management information system and performs month-end and year-end processes.
- Ensures accountability, accuracy and integrity of financial transactions within the general ledger and responsible for ensuring the chart of accounts is relevant to the agency's business needs.
- Investigates and implements e-commerce solutions to financial processing to bring about productivity improvements.
- Supervises the accounts receivable, accounts payable functions.
- Liaises and negotiates with the Department of Treasury and the internal and external auditors.
- Ensures compliance with GST taxation requirements, including preparation and lodgement of the BAS return.
- Ensures compliance with the *Financial Management Act 2006*, Treasurers' Instructions and relevant regulations, and the Australian Accounting Standards.
- Implements approved investment strategies, to maximise returns on the Legal Aid Fund of Western Australia and prepares and maintains appropriate cash flow and investments records.
- Responsible for developing and managing best practice financial accounting policies and procedures and maintenance of the Financial Management Manual.
- Provides advice, training and mentoring to staff and stakeholders as required.
- Other duties as required.

*Appointment salary will be determined based on the relevant skills, experience and abilities demonstrated via your written application and assessment at interview. Appointment to this role may be made at Level 5 or Level 6.*

**Appointment at Level 5:** At a professional level; provides high quality, customer focused financial accounting services to the business and demonstrates previous experience in a financial accounting role. Applicant possesses a Tertiary qualification in accounting or a business related discipline.

**Appointment at Level 6:** At an experienced professional level; provides high quality, customer focused financial accounting services to the business and demonstrates extensive previous experience in a financial accounting role. Applicant possesses full membership, or is progressing towards full membership of CPA Australia as a CPA, the Institute of Chartered Accountants as a Chartered Accountant, or the National Institute of Accountants as a Professional National Accountant.

## Selection Criteria

*Only the criteria in bold must be addressed in applicant's written application and resume. These and the remaining selection criteria will be assessed through interview or alternative selection methods.*

### Essential

- **Demonstrated experience in the preparation of monthly and annual financial statements, including the use of financial management information systems. (High Priority)**
- **Good knowledge of, and experience in, contemporary financial accounting practices, systems and standards. (High Priority)**
- **Well-developed problem solving and analytical skills, including computer literacy and advanced user skills in Excel. (High Priority)**
- **Well-developed organisational skills, including the ability to manage priorities and meet deadlines.**
- **Well-developed leadership skills, including the ability to work collaboratively within a team environment and contribute to the achievement of team goals and objectives. (High Priority)**
- **Well-developed written, verbal and interpersonal communication skills.**

### Desirable

- Knowledge of *Financial Management Act 2006*, Treasurers' Instructions and relevant regulations.

## Essential Core Competencies

*These are essential criteria for appointment to all Legal Aid WA positions. Refer to the [Core Competencies Matrix](#) on our website.*

- Committed to the principles of social justice.
- Values people, partnership and teamwork.
- Willingness to learn and share knowledge with others.
- Outcome and service focused. (High Priority)

## Qualifications/Licences

*It is important that you set out clearly in your application a summary of your qualifications and attach a copy of relevant qualifications with your application.*

- Achievement of a tertiary qualification in accounting or a business related discipline suitable for admission to a professional accounting body (CPA Australia, Institute of Chartered Accountants or National Institute of Accountants in Australia). Please refer to the appointment level criteria as detailed on page 2.
- 'C' or 'CA' Class Western Australian Driver's Licence or equivalent.

- All appointments to Legal Aid Western Australia are subject to satisfactory National Police Certificate and 100 Point Identification Check.