



Job Description Form

Senior Management Accountant

Position Number:	11480	Portfolio:	Strategy and Performance
Classification:	Level 6	Reports to:	Manager Financial Planning, Level 7
Location:	Joondalup	Direct Reports:	Nil

Description

This position provides support in the management of the Department's management accounting and reporting, key performance indicators, internal budgeting, and State budgeting processes to ensure outcomes are aligned to departmental business needs and Government reporting requirements.

Responsibilities

Leadership:

- Contributes to the strategic direction of the Department through the provision of high-quality financial advice, analysis and recommendations that support informed decision-making and organisational outcomes.
- Provides expert advice on management accounting, budgeting and financial management practices to support the effective delivery of departmental priorities.
- Identifies, analyses and communicates financial risks, opportunities and implications associated with current and future services, programs and initiatives.
- Prepares and contributes to briefings, reports, correspondence, Ministerial and Parliamentary responses, and other documentation to support corporate and strategic requirements.
- Builds and maintains effective stakeholder relationships to facilitate collaboration, consultation and the achievement of business outcomes.
- Demonstrates leadership behaviours and upholds departmental values, ethical standards, equity, diversity and inclusion principles, and work health and safety requirements, including psychosocial safety.
- Undertakes additional duties as required within the scope of the position capabilities and departmental needs.

Management Accounting, Reporting and Budgeting:

- Delivers accurate, timely and relevant management reporting, financial analysis and insights to support operational and strategic decision-making across the Department.
- Analyses complex financial information and develops practical options, recommendations and solutions to address business issues and emerging requirements.
- Contributes to the development and continuous improvement of budgeting, forecasting and management reporting processes, systems and frameworks.



- Supports the preparation, coordination and monitoring of operating, capital and project budgets to ensure effective financial planning and resource allocation. [OBJ]
- Ensures management accounting and budgeting practices are aligned with applicable legislation, Treasurer's Instructions, Australian Accounting Standards and government policy requirements.
- Contributes to the preparation of annual key performance indicator reporting, financial statement disclosures and other statutory reporting obligations.
- Supports internal and external audit activities through the provision of financial information, analysis and advice, and the implementation of audit recommendations where required.

External Reporting & Government Budgeting:

- Liaising with the Department of Treasury and other external stakeholders on budget matters, while maintaining close and cooperative contact with relevant staff throughout the agency on budgetary matters.
- The annual KPI budgeting reporting process and assisting with the delivery of the Department's Tariff, Fees, and Charges submission.
- Providing financial analysis and assessment of Government budget or funding submissions.
- The creation and maintenance of budgetary information in the Treasury Strategic Information Management System (SIMS).
- Providing financial information to the Departments Budget Estimates package.
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

Our people, our leaders, our values

At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be a [Personal Leader](#) / [Leading Others](#) / [Leading Leaders](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.



**We serve to
make a
difference**



**We build
trust**



We care



**Open
minds**



**Better
together**

Work related requirements

Read these requirements in context of the above contents.

Essential

1. Relevant tertiary qualification in finance, commerce, business or equivalent.
2. Well-developed communication and interpersonal skills with ability to present and articulate complex financial reports, budgetary models, principles and processes to senior staff, Treasury analysts and other stakeholders.

Artwork developed by Nani Creative in collaboration with DWER and Wongutha artist and designer Kevin Wilson.



3. Well-developed conceptual and analytical skills with demonstrated considerable experience in extracting, analysing, and reporting on data from financial information systems.
4. Demonstrated considerable experience in delivering management accounting, budgeting and financial planning services that support effective decision-making and organisational outcomes.

Desirable

1. Membership of, or progress towards, full membership of a recognised professional accounting body, including Chartered Accountants Australia and New Zealand (CA ANZ), CPA Australia, or the Institute of Public Accountants (IPA).
2. Demonstrated experience of WA public sector reporting processes including knowledge of the Financial Management Act 2006 and Treasurers Instructions.
3. Experience with Technology One Financial Systems.

Special requirements

- The department will conduct a national police check before offering employment.