POSITION DESCRIPTION

Position Title: Accounts Officer  
Position Classification: Level 6  
Position Number: 318973  
Faculty/Office: Faculty of Health and Medical Sciences  
School/Division: Dental School  
Centre/Section: Oral Health Centre of WA  
Supervisor Title: Accountant  
Supervisor Position Number: 302034

Your work area
The Oral Health Centre of Western Australia (OHCWA) is a collaborative Centre involving the University of WA's School of Dentistry, Curtin University, Central Institute of Technology and the WA Department of Health. The Centre is the primary focus for Oral Health education, research and specialist care delivery in Western Australia. It will treat approximately 14,000 patients per annum and deliver several clinical and technical training programmes.

Reporting structure
Reports to: Accountant

Your role
As the appointee you will work closely with the Accountant in managing the budget of both the Clinical Service Delivery Operations and the Dental School activities of the Centre, including coordinating and analysing financial reports. This includes assisting with the annual budget process, developing policy and providing advice on financial matters relevant to the Centre.

Your key responsibilities
Coordinate and manage the annual budget process in conjunction with the Accountant  
Prepare and present quarterly financial reports and annual financial statements  
Maintain records and forecast cash flow for the centre  
Conduct regular account reconciliations and investigate and solve identified financial problems  
Ensure proper internal controls are in place to regulate expenditure habits  
Oversee the payment of invoices and maintain a computerised record of income and expenditure  
Ensure a timely and accurate processing of invoice, journals and other transactions  
Prepare invoice requests and monitor accounts receivables to ensure all payments are made within a reasonable time frame  
Train and advise staff in the appropriate use of the university financial system  
Plan, implement and coordinate a range of accounts functions  
Provide advice to staff on financial matters  
Respond to complex and diverse queries on payroll and other expenditure and liaise with the financial services and human resources  
Review and recommend change where appropriate to financial accounting policies and procedures  
Other duties as directed
Your specific work capabilities (selection criteria)

Relevant tertiary qualifications or equivalent competency
Full professional membership of a recognised Australian accounting body
Demonstrated ability to prepare the full set of annual financial statements from trial balance
Substantial relevant administrative and accounting experience at an appropriate level
Demonstrated knowledge of financial accounting practices and procedures
Proficiency in use of the University financial, budgetary and human resource system
Proficiency in a range of computing skills including word processing, spread sheets, databases, internet and email
Highly developed organisational skills and demonstrated ability to set priorities and to meet deadlines
Ability to work independently, show initiative and work productively as part of a team
Highly developed written and verbal communications skills

Special requirements (selection criteria)

There are no special requirements.

Compliance

Workplace Health & Safety
All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).
All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at http://www.safety.uwa.edu.au

Inclusion & Diversity
All staff members are required to comply with the University’s Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at http://www.hr.uwa.edu.au/policies/policies/conduct/code, http://www.web.uwa.edu.au/inclusion-diversity.