

<b>Position Title</b>	Accounts Officer
<b>Classification</b>	Level 6
<b>School/Division</b>	Dental School
<b>Centre/Section</b>	Oral Health Centre of WA
<b>Supervisor Title</b>	Manager
<b>Supervisor Position Number</b>	FSR 321884
<b>Position Number</b>	FSR 318973

### **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**

---

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](http://hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](http://web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](http://safety.uwa.edu.au/)