

MAY 2020

# Position Description

<b>Position Title:</b>	Financial Accountant
<b>Position Number:</b>	#1053
<b>Reporting to:</b>	Finance and Taxation Manager
<b>Location:</b>	Geraldton
<b>Conditions of Employment:</b>	Mid West Ports Authority General Staff Enterprise Agreement (EA) 2021 – Level 6

## PURPOSE

A direct reporting line to the Finance Manager, the Accountant administers the general accounting and taxation activities of MWPA including, but not limited to the preparation of financial reports for internal use, governmental reporting, account reconciliations, policy and procedure compliance and administration of key finance systems. The role is instrumental in assisting the Finance Manager in consolidating Port wide budgets, forecasts and monthly operational results as well as managing the transactional processes of Finance. Analysis of port results, financial process improvements and management of the fixed asset register will also form part of the role.

## ACCOUNTABILITIES

KEY RESPONSIBILITIES	OUTCOMES
LEADERSHIP	<ul style="list-style-type: none"> <li>People Management</li> <li>Organisational Culture</li> <li>Continuous Improvement</li> <li>Health and Safety</li> </ul>
FINANCE AND ACCOUNTING	<ul style="list-style-type: none"> <li>Administer Key Finance Systems</li> <li>Management of Fixed Asset Register</li> <li>Reviewing Daily Banking Procedures</li> <li>Capital Project Accounting</li> <li>Financial Forecasting</li> <li>Policy Review and Development</li> <li>Project Management</li> <li>Advice and Guidance</li> </ul>
BUSINESS UNIT MANAGEMENT	<ul style="list-style-type: none"> <li>Planning and Strategy</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Stakeholder Management</li> <li>▪ Communications</li> </ul>
COMPLIANCE	<ul style="list-style-type: none"> <li>▪ Reporting, Auditing and Administration</li> <li>▪ Abide by MWPA Policy, Procedure and Relevant Legislation</li> </ul>

## QUALIFICATIONS

### TO BE ADDRESSED IN SELECTION CRITERIA

#### ESSENTIAL

- Accounting or Finance Degree; and
- CPA or CA or studying towards certification

## COMPETENCIES & EXPERIENCE

### TO BE ADDRESSED IN SELECTION CRITERIA

#### ESSENTIAL

- Accounting skills including knowledge of payroll, capital accounting, tax and reconciliations of various accounts;
- Strong analytical skills;
- Sound experience in business improvements;
- Competency with PC-based integrated accounting systems;
- A good communicator, with good levels of both verbal and written communication;
- Demonstrated time management skills with ability to manage concurrent priorities in a fast-paced environment;
- Highly motivated self-starter who is able to work with minimum supervision;
- High level of attention to detail; and
- Sound computer skills in Microsoft Word, Excel, Outlook and database systems

## PERSONAL ATTRIBUTES

### MWPA VALUES

It is a requirement of all MWPA positions that work will be undertaken in line with the MWPA values as follows:

**COURAGE** – We have the courage to continuously move forward, innovate, learn and grow.

**COLLABORATION** – We bring the right people together to get the best result.

**ACCOUNTABILITY** – We deliver our very best in all we do, holding ourselves accountable for results.

**INTEGRITY** – We are consistently transparent, honest, ethical and genuine.

**CARING** – We care about our colleagues, our organisation, our community and our environment.

## SPECIAL CONDITIONS

### REQUIRED

- Ability to travel interstate and intrastate as required;
- May be required to work outside normal business hours;
- C Class Drivers Licence;
- Expected to undertake any additional training to complement the operation;
- The incumbent will be required to undertake a pre-employment psychometric testing and medical check including drug and alcohol testing prior to appointment;
- The ability to obtain a Maritime Security Identification Card is a condition of employment;
- All staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy; and
- Refer to Corporate Delegations Policy No. 06 (as amended from time to time). The Corporate Delegations Policy prevails to the extent of any inconsistency with this Position Description.

## ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

\_\_\_\_\_  
**MANAGER NAME**

\_\_\_\_\_  
**MANAGER POSITION**

\_\_\_\_\_  
**SIGNATURE OF MANAGER**

\_\_\_\_\_  
**DATE**

### Position Description Acceptance

The Position Description has been explained to me and I agree to carry out the duties contained within to the best of my ability.

\_\_\_\_\_  
**NAME OF EMPLOYEE**

\_\_\_\_\_  
**SIGNATURE OF EMPLOYEE**

\_\_\_\_\_  
**DATE**