Senior Accountant

BPA is seeking a qualified Senior Accountant to assist our Chief Financial Officer. The applicant requires Tertiary qualifications in Finance, Commerce or Economics satisfying CPA/CA or equivalent senior professional standard together with membership of a professional accounting body (e.g. CPA/CA) with a minimum of five (5) years experience in the management of financial systems and financial reporting in a similar position.

Reporting directly to the Chief Financial Officer, you will be responsible for, but not limited to:

- Prepare accurate and timely monthly Board reports for review by CFO.
- Prepare quarterly and annual financial statements under direction of CFO.
- Monitors monthly performance achievement against budgeted figures.
- Preparation and analysis of Strategic Information Management System (SIMS) data for input by Systems Accountant.
- Checks and authorises payment of accounts payable.
- Assets control including the assets register and works in progress control.
- Monitors general ledger and subsidiary ledgers.
- Leases Control including assisting with rent reviews, where required by CFO.
- Update and monitor the Accounting Manual and maintain accounting control procedures.
- Continuous management and support of financial activities for the CFO.
- Provision of effective in-house training and development for accounting employees to enhance productivity and efficiency, where required.
- Liaison with Treasury, Department of Transport (DoT) and other Government Agencies to ensure timely information is exchanged.
- Undertake Acting CFO role when CFO is on periods of leave.
- Oversees internal audit process, including financial, broadscope and other audits.
- Cost control management (Work/Order & Purchase Order Cost Control).

Guidelines to Apply for the Position

The following guidelines are presented to assist you in preparing your written application and to enable you to plan for a possible selection interview. Selection will be based on merit.

Bunbury Port Authority is an equal opportunity employer. All applications for a position will be assessed against the same criteria, included in the position description. Only those applicants, who
demonstrate they meet all the selection criteria of the position by a statement addressing the criteria, will be considered for an interview.

Applications will usually be assessed by a selection panel of three staff members. Selections will be based on which applicant demonstrates the highest merit for the position and on their past experience and ability to perform the advertised position.

Preparing your application:
The application should be typed and stapled in the top left-hand corner or emailed to the Senior Human Resources & Administration Officer. Applications received will not be returned; therefore you should photocopy any original documentation.

What to include:
Your application should include:

- A brief covering letter
- A statement addressing the selection criteria
- Copy of your current résumé
- Details of at least two employment referees

Covering Letter
The covering letter gives you the opportunity to introduce yourself to the selection panel and must include a title that clearly states the title of the position that you are applying for. For example: “Application for Senior Accountant”.

A Statement addressing the selection criteria
In order for you to be considered for short listing, you must address the selection criteria that are listed below. Preparation of the statement addressing the selection criteria is the most important part of your application. The selection criteria include the skills, knowledge, experience and, if required, qualifications of the position.

The key to addressing selection criteria is:

- Demonstrate capability by providing evidence of how you meet the selection criteria.
- Provide specific details; and
- Where possible, include an indicator of success or a result.
An easy way to do this is to use the SAO principle:

- **Situation** – provide a brief outline of the situation or setting
- **Approach or action** – outline how you did it
- **Outcome** – describe the outcomes/results

Include information of any relevant qualifications you may have obtained and their relevance to the selection criteria.

It is strongly suggested that you use each of the selection criterion as a heading and outline your relevant experience separately against each one. It is better to be succinct and relevant rather than wordy.

**Please Note:** Any false and/or misleading claims by an applicant will lead to immediate disqualification or in the case of successful applicant will lead to instant dismissal.

**Résumé**

Your résumé should include your personal details, relevant work history, and education, training courses, qualifications and professional memberships. When listing your relevant work history, you should include dates/period of employment and duties and responsibilities for each position.

**Referees**

It is not necessary to include written references or character referees as part of your application. Instead, the selection panel will make direct contact with referees. It is common courtesy that you make contact with your referees for their approval before nominating them in your application. Tell your referees about the Bunbury Port Authority position(s) that you are applying for.

Your referees must be able to comment on your work and experience. Ideally your referees should be a current manager/supervisor; however a manager/supervisor from a previous position may be used.

You may be asked to provide the names of more appropriate or alternative referees as part of the selection process.
Preparing for the Interview:
To prepare yourself for the interview, re-read the duties listed, focusing on the selection criteria. Think of examples of work situations where you would have applied the relevant skills and abilities. Focus on the duties of the position and think about how you would carry them out. Think about any problems you might encounter and how you would resolve them. Try to identify examples from your past experience that are similar, or that may be equivalent.

Ensure that you take along the original copy of the transcript, the certificate or qualification(s) to the interview, for the Selection Panel to sight.

The Interview Process:
The interview panel will consist of at least two members. Interviews will follow a set format to ensure equity and fairness to each applicant and will be evaluated in the same manner.

During the interview, Selection Panel Members will write notes and assess your answers in response to the structured questions, ensuring that applicants are examined in an objective and informed manner. Should you not understand a question asked during the interview please seek clarification prior to providing a reply.

After the Interview:
Successful applicants will be required to undertake a full pre-employment physical, hearing and drug and alcohol test.

Other selection tests such as driving, typing, aptitude and psychological testing may be required to ensure that candidates are suited to the position.

Should you be successful in obtaining the vacant position, a member of the Selection Panel will contact you by telephone to verbally offer you the position.

All unsuccessful applicants who have provided all documents requested will be notified in writing.
Forwarding Applications:

All applications need to be marked “Confidential – Employment Application”.

Your application can be submitted via:

**Post**
Lisa Meade
Senior Human Resources & Administration Officer
Bunbury Port Authority
PO Box 4, Bunbury WA 6231

**Email** to: lisa.meade@byport.com.au.

**Fax** (08) 9721 8253

**Hand Deliver**
Bunbury Port Authority
54 Casuarina Drive

If you experience difficulties when emailing or faxing your application contact the Senior Human Resources & Administration Officer on (08) 9729 6543.

Please note: If you are applying for more than one position, separate applications are to be submitted.

**CHECKLIST**

Some of the things that should be checked by the Applicant

- Covering Letter
- Statement addressing the selection criteria
- Résumé
- Copies (not originals) of supporting documentation e.g. qualifications, drivers licence
- The application has been photocopied for personal reference
- If I am applying for more than one position I have enclosed separate applications for each position

**Essential**

- Tertiary qualifications in Finance, Commerce or Economics satisfying Certified Practising Accountant/Chartered Accountant (CPA/CA) or equivalent senior professional standard together with membership of a professional accounting body (e.g. CPA/CA).
- A minimum of five (5) years experience in the management of financial systems and financial reporting in a similar position.
Knowledge of:

- accepted accounting practices and principles;
- economic principles;
- auditing practices and principles;
- applicable laws, codes and regulations, and
- knowledge and experience with integrated financial information systems computer applications.

Demonstrated supervisory skills

Ability to obtain and maintain a valid Maritime Security Identification Card (MSIC).

Desirable

- Knowledge of port operations
- Exposure to State Government

Key competencies

- Attention to detail and accuracy
- Planning and organizing
- Strong communication skills
- High level of skill with computer based applications
- High level of problem solving skills

General:

- Current C Class driver’s licence

It is hoped that you find this information of assistance and we look forward to receiving your application.
PLEASE ADDRESS THE FOLLOWING SELECTION CRITERIA:

1. **Career Overview**
   Please provide us with an overview of your career with a specific focus on:
   - Academic and work achievements
   - Your reasons for applying for this role

2. **Confidentiality**
   Provide an example of when you have been required to maintain confidential information or act with discretion. What was the issue? What approach did you use? What was the result?

3. **Budgets & Forecasting**
   Explain your understanding of budgets & forecasting, and provide examples where you have assisted in the process.

4. **Cost Control**
   To what extent have you been involved with Cost Control? Provide examples.

5. **Treasury Reporting**
   Provide some examples, if any, of your experience of entering data into SIMS (Strategic Information Management System) and analysis of SIMS data. If you have not had SIMS experience, please provide information on your experience of entering and analysing data into another management system.

6. **Attention to Detail**
   Provide some examples of when it has been critical that you have shown attention to detail.

7. **Financial Reports**
   Provide examples of the type of financial reports that you have prepared and in what format for presentation. In particular Board reports (or Management Reports), reports to external organisations, and Annual Reporting in accordance with AASB.

8. **Taxation**
   Explain your experience and/or knowledge of preparing returns for Fringe Benefit Tax, Business Activity Statements and (Company) Income Tax Returns.