

# Role Description



Government  
of South Australia

SA Housing Trust

<b>Role title</b>	<b>Taxation Accountant</b>		
<b>Directorate</b>	Finance and Procurement		
<b>Business unit</b>	Taxation and Capital Services		
<b>Reports to</b>	Principle Taxation Accountant	<b>Classification</b>	ASO5

## Role Summary

The Taxation Accountant is accountable for ensuring legal and administrative taxation compliance, development, implementation, and ongoing maintenance of systems.

Taxation Accountant will also be contributing to the effective management of South Australian Housing Trust's (the Trust) taxation obligations, including Goods and Services Tax, Fringe Benefits Tax, and Payroll Tax.

## Our Organisation

We are a modern, professional, effective, and high performing organisation that is a leader in customer service, innovation and partnerships within the housing, finance and services sectors.

We have dedicated staff who are proud of the difference our organisation makes and passionate about improving housing opportunities and outcomes, through several metropolitan and country locations around South Australia.

Our employment practices value diversity and inclusion and we welcome employees with a mix of background, characteristics, experiences, professional skills and perspectives.

## Our Division

The Finance and Partnerships Directorate delivers a range of corporate functions and is the lead contact point within the SA Housing Trust for strategic partner engagement. Our focus is to lead collaboration with sector partners to deliver housing outcomes and pursue opportunities that contribute to their strategic objectives. We work together to facilitate value by leading procurement, finance, legal, internal audit and risk services and regulate housing through the Office of Housing Regulation and Housing Safety Authority.

## Primary outcomes and responsibilities

Delivering on the Trust's taxation obligations; lodgements in accordance with relevant legislation, including the GST, FBT and PRT returns.

Participate in ensuring the GST margin scheme and purchasers withholding at settlement calculations are correct in relation to the property and community housing sectors.

Contribute to the implementation and maintenance for reliable systems of high integrity enabling activities that have varying tax treatments (i.e. input taxed, taxable supplies, GST free supplies) to be separately identified, GST paid accordingly, and all potential input tax credits claimed.

Ensuring communication with all of the Trust's Directorates any changes to taxation laws or any rulings that affect the way they are applied.

Contributing towards implementing and monitoring accounting policies, procedures and internal controls in accordance with best practice and accounting standards associated with an accrual accounting environment.

Undertake designated activities associated with reconciliations including, investigating and following up of outstanding items, balance the general ledger and subsidiary systems; collate returns, and prepare calculations for journal processing.

Identifying and communicating budgetary impacts of taxation systems and providing input to the budgetary and financial planning functions.

Supporting team members and undertaking other duties as necessary to meet team objectives.

## Corporate responsibilities

Support and advocate Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under-represented groups.

Model ethical behaviour and practises consistent with SA Government Code of Ethics for Public Sector Employees.

Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG).

Understand and follow safe work practices, identify and report all hazards, take reasonable care of own safety and that of others and contribute to safety and wellbeing improvement.

As a White Ribbon Accredited workplace, SA Housing Trust has a zero tolerance towards violence in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Housing Trust regarding acceptable workplace behaviour.

A genuine commitment to Reconciliation and achieving the actions set out in our Reconciliation Action Plan and to creating an environment that is inclusive, respectful, free from racism and culturally safe.

### Special conditions

Successful applicant will be required to satisfactorily complete a National Police Clearance prior to being employed.

### Working relationships

Principal Taxation Accountant (direct manager)

Manager Taxation and Capital Services

Director, Finance and Procurement

Chief Financial Officer

Taxation and Capital Services team members

Senior level staff across the Trust and other government and non-government agencies

### Selection criteria (knowledge, skills, aptitude and experience)

Analytical and problem-solving skills to enable effective identification of taxation and financial accounting issues and business impacts.

Demonstrated ability to understand, interpret and apply legislation (particularly GST, FBT and PRT legislation) and policies to practical situations including providing tax advice support and training.

Experience in the preparation of monthly Business Activity Statements and the annual Fringe Benefits Tax return, and associated compliance works.

A sound knowledge of systems-based accounting practices and procedures, particularly administration of accounts receivable and payable functions

Highly developed communication skills, both oral and in writing, to enable effective services to be delivered to a diverse range of clients with varying needs. Possess negotiation skills necessary for dealing with internal and external clients.

### Qualifications

#### Essential or desirable

Bachelor's Degree in accounting or related disciplines

Essential

### South Australian Public Sector Values

<b>Service</b>  We proudly serve the community and Government of South Australia	<b>Professionalism</b>  We strive for excellence	<b>Trust</b>  We have confidence in the ability of others	<b>Respect</b>  We value every individual
<b>Sustainability</b>  We work to get the best results for the current and future generation of South Australians	<b>Collaboration &amp; Engagement</b>  We create solutions together	<b>Honest &amp; Integrity</b>  We act truthfully, consistently and fairly	<b>Courage &amp; Tenacity</b>  We never give up

<b>Approved date</b>	N Tuffnell, 28 April 2026
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