

# Role Statement

<b>Role title</b>	Principal Taxation Accountant	<b>Classification</b>	ASO7
<b>Branch</b>	Shared Services SA	<b>Type of Appointment</b>	
<b>Section</b>	Financial Services	<b>Position Number</b>	
<b>Approved by</b>	Mark Carey, Executive Director	<b>Date</b>	

## Department of Treasury and Finance

The Department of Treasury and Finance is the lead agency for economic, digital and financial policy outcomes.






We play a vital role in providing financial services to the community and economic and fiscal policy advice as well as digital services to the Government of South Australia.

The Department of Treasury and Finance actively promotes flexible working arrangements and values diversity in the workplace.

## Our Purpose

We are *the Government's trusted fiscal, economic, digital and policy advisor*.  
 We work to ensure *South Australia is a thriving, prosperous State now and in the future*.

## Who we are

 <p><b>Talented, Clear Eyed and Curious</b></p> <p>We are analytical, evidence based, innovative and creative.</p>	 <p><b>High Performing</b></p> <p>We are known for achieving successful and timely outcomes.</p>	 <p><b>Trusted Partner</b></p> <p>We work better together. We lead, partner, and collaborate to help solve the big challenges.</p>	 <p><b>Agile</b></p> <p>We organise around opportunities critical to our state and are flexible in responding to challenges.</p>	 <p><b>Fulfilled and Fun</b></p> <p>We take the work seriously and ourselves less so - we support each other in the pursuit of excellence and make Treasury a great place to work.</p>
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## What we are known for

*A world class Treasury and Finance.*  
*A high performing agency that seizes opportunities, addresses the big challenges, and is a destination employer providing rewarding careers.*

## Branch/Section

Shared Services SA (SSSA) strives to deliver high-quality financial, payroll and work injury services to our customers. We care about providing timely, accurate and contemporary services, so government agencies can focus on delivering for the South Australian community.

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## What this role is responsible for

The Principal Taxation Accountant reports to the Assistant Director, Taxation Services. Taxation Services encompasses statutory reporting requirements, taxation compliance activities and provision of advice on all matters relating to Goods and Services Tax (GST), Fringe Benefits Tax (FBT) and Payroll Tax (PRT).

The Principal Taxation Accountant is responsible for the effective delivery of timely and high-quality Taxation Services to SA Government client agencies in accordance with the established Service Level Determinations, performance measures, and legislative requirements. The role will be responsible for the preparation of statutory taxation returns accompanying reports and reconciliations and undertakes compliance work with relevant taxation legislation, rulings and case law.

In addition, the Principal Taxation Accountant will oversee business changes and continuous improvement initiatives designed to improve the quality, timeliness and accuracy of taxation related services, effectively identify and manage risks and enhance taxation compliance. The Principal Taxation Accountant will:

- Manage staff responsible for delivering high quality and professional shared taxation services, statutory returns, reconciliation, compliance and advisory services to diverse range of client agencies
- Assist the Assistant Director, Taxation Services with managing an effective control environment and fostering/maintaining a positive team culture, focused on client services and ongoing professional development.
- Lead a quality customer service within an established Service Level Determinations and legislative requirements whilst building relationships with clients, and demonstrating respect, consistency and courtesy when dealing with written and verbal enquiries.
- Lead the provision timely and accurate taxation advice across the team (including research), ensuring taxation compliance of financial systems and processes in line with a customer service excellence ethos.
- Lead the development, maintenance and improvement of procedures and processes within Taxation Services and provide technical expertise (and guidance to staff) in accordance with ATO guidelines and legislative requirements.
- Ensure services are delivered in accordance with established Service level Determinations, performance measures, legislative requirements and applicable financial management standards.
- Undertake a range of risk management and governance activities associated with quality assurance and continuous improvements in taxation and financial management matters.
- Maintain accurate and complete records of business activities created and received in accordance with the State Records Act 1997 and policies and procedures
- Comply with the relevant legislation, policies & procedures, including Code of Conduct, WHS and EEO requirements.

- Contribute to the promotion and implementation of Public Sector Principles and Practices and in particular Equal Opportunity, Work Health and Safety by adhering to the provisions of various Acts and associated legislation.

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## Who this role reports to

The Principal Taxation Accountant is accountable to the Assistant Director Taxation Services and will lead and develop a small team of taxation professionals.

Interacting and maintaining professional and positive working relationships with client agencies, stakeholders, other areas of Shared Services (e.g., Financial Services, Business Systems and Performance), the Principal Taxation Accountant will liaise with staff within Shared Services SA, serviced government agencies and suppliers to government.

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## Special Conditions

- Applicants will be required to undergo the appropriate and relevant employment screening assessment(s) required for this role in line with the department's Employment Screening Policy.
- This role requires:
  - National Police Check
  - General Employment Probity Check
  - Working with Children Check
  - Security Clearance (including Baseline, Negative Vetting Level 1 or Level 2, Positive Vetting)
  - Other: SAPOL Clearance
- Some out of hours work may be required. Intrastate and interstate travel may be required.
- The incumbent will be required to participate in the Departmental Performance Management Program.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department.

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## Essential Expertise

- Mandatory Qualification - Degree level qualification in accounting, finance, economics (or equivalent) and eligibility for membership to a professional accounting body.
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- Assist the Assistant Director, Taxation Services with managing an effective control environment and fostering/maintaining a positive team culture, focused on client services and ongoing professional development.
- Lead a quality customer service within an established Service Level Determinations and legislative requirements whilst building relationships with clients, and demonstrating respect, consistency and courtesy when dealing with written and verbal enquiries.
- Lead the provision timely and accurate taxation advice across the team (including research), ensuring taxation compliance of financial systems and processes in line with a customer service excellence ethos.

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- Undertake a range of risk management and governance activities associated with quality assurance and continuous improvements in taxation and financial management matters.
- Maintain accurate and complete records of business activities created and received in accordance with the State Records Act 1997 and policies and procedures
- Comply with the relevant legislation, policies & procedures, including Code of Conduct, WHS and EEO requirements.
- Contribute to the promotion and implementation of Public Sector Principles and Practices and in particular Equal Opportunity, Work Health and Safety by adhering to the provisions of various Acts and associated legislation.
- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- An understanding of the legislative requirements of the *Work Health and Safety Act 2012*.
- An understanding of and ability to work/manage to the spirit and principles of AS ISO 31000:2018 Risk management – Guidelines.

### Desirable Expertise

- Membership of a relevant professional accounting body.

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