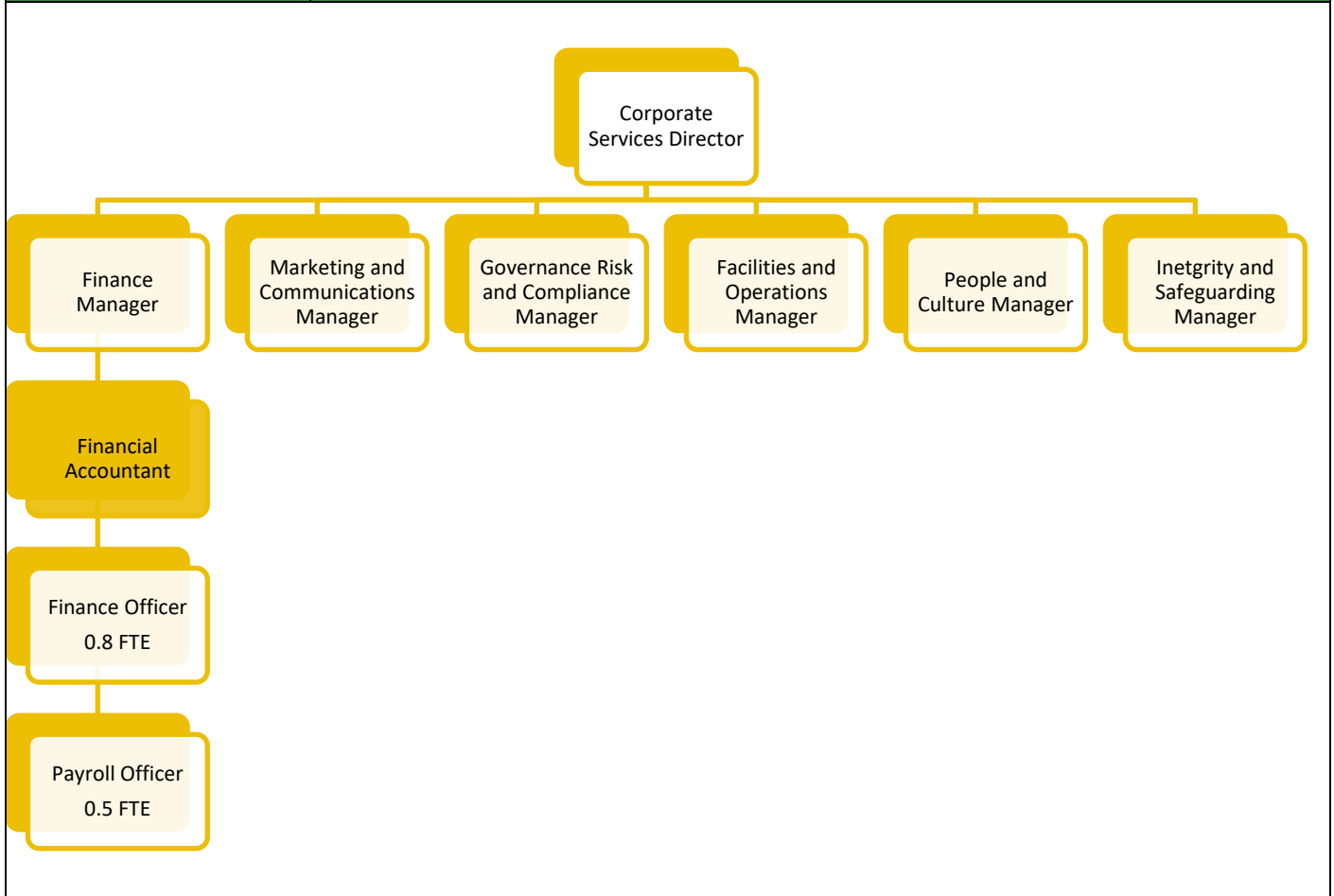


POSITION TITLE	Financial Accountant
APPROVAL DATE	June 2026



ABOUT WAIS

The Western Australian Institute of Sport (WAIS) was established in 1984 to enable Western Australian (WA) athletes to achieve international sporting success. WAIS operates in partnership with National Sporting Organisations (NSOs) and State Sporting Associations (SSAs), the Department of Local Government Sport, and Cultural Industries and VenuesWest to deliver high performance daily training environments for sports and athletes in support of Australia’s High Performance 2032+ Sport Strategy outcomes.

Our purpose is to enable Western Australian athletes to achieve international sporting success, and our vision is to have Western Australian sporting champions creating community pride and inspiring the next generation.

We do not support a win at all costs culture – success for us is about **winning well**. We are about our people and creating a culture of excellence, teamwork and respect. From athletes to support staff, everyone at WAIS plays a critical role in our success.

OUR VALUES

United	Care	Lead	Inspire
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POSITION PURPOSE

The Financial Accountant’s responsibility is to ensure the accuracy of all the information provided in the financial accounts, and to complete the end of month process, including balance sheet reconciliations, preparation of documentation for internal and external audits, as well as statutory reporting and funding acquittals.

KEY RESPONSIBILITY AREAS (KRAs)	
KRA 1	Financial accounting
KRA 2	Financial reporting
KRA 3	Budgeting, forecasting and modeling
KRA 4	Audit management
KRA 5	Continuous improvement
KRA 6	Other duties

KEY RESPONSIBILITY AREAS (KRAs)	
1	Financial accounting
1.1	Prepare and process journals, manage allocations, and ensure that all entries are accurate, substantiated, and in compliance with company policies.
1.2	Maintain the accuracy and integrity of financial data – ensuring the accurate recording of financial transactions in the general ledger.
1.3	Manage accruals, prepayments, capex and general ledger coding
1.4	Oversee the Accounts Payable process end to end by review and approval of new supplier entries, audit weekly payment batches to guarantee accurate GL allocations and department tracking and facilitate timely payments.
1.5	Oversee credit card substantiation and reconciliation workflows, ensuring policy compliance alongside the accurate preparation and posting of month-end journals.
1.6	Govern invoice issuance and debt collection workflows, ensuring strict compliance with contractual funding agreements and corporate benefits policies.
1.7	Support the Payroll Officer with preparation of monthly processes as required, including leave provision calculations, PAYG, Payroll Tax and Superannuation payments, and monthly payroll journals.
2	Financial reporting
2.1	Support the Finance Manager to manage month end close processes by ensuring timely delivery of accurate financial information, including preparation and posting of all month-end journals.
2.2	Conduct initial Profit and Loss (P&L) reviews during the month-end close process, providing insightful variance commentary to support management reporting.
2.3	Prepare high-standard Balance Sheet reconciliations, proactively investigating and resolving variances to ensure general ledger integrity.
2.4	Preparation of BAS and support information for FBT and SIMS.
2.5	Preparation of funding acquittals by the Finance team.
3	Budgeting, forecasting and modelling
3.1	Support the Finance Manager with the preparation of annual and mid-year budgets and forecasts.
4	Audit management
4.1	Preparation of reconciliation documentation for both internal and external financial audits.
5	Continuous improvement
5.1	Assist in process and efficiency improvements and system enhancement initiatives.

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5.2	Contribute to the improvement of workflow processes and procedures in the Finance Team.
6	Other duties
6.1	Preparation of insurance renewal information and insurance claims.
6.2	Perform other duties as required by Corporate Services Director and / or Finance Manager.

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POSITION KNOWLEDGE, ABILITY AND SKILLS (Competencies)

- Tertiary qualification in accounting, commerce or economics (or comparable)
- Membership of Chartered Accountants Australia and NZ or CPA Australia or equivalent
- Demonstrated knowledge of IFRS and Australian accounting standards and regulations
- Understanding of the Western Australian Government Financial Management Act. and associated policies.
- Demonstrated knowledge of Accounting Software, payroll software and administrative office systems.
- Demonstrated knowledge of GST, payroll tax, PAYG, FBT and BAS requirements
- Understanding of workplace policies and legislations for Western Australia.
- Understanding of budget forecasting and preparation.
- Understanding of employee entitlements and HR processes.
- Experience within the sporting sector will be highly regarded but is not essential.
- Please note: This role may require a valid Working with children check and will be subject to a National Police Criminal History check prior to appointment.

WORKING WITH CHILDREN

WAIS is committed to protecting children and young people from harm. We require all applicants that will work with children and young people to undergo an extensive screening process prior to appointment. All staff must commit to the WAIS Child Safe Commitment Statement which is:

All children and young people have the right to be and feel safe. In pursuit of their high-performing sporting aspirations, children and young people and their families place their trust in WAIS. WAIS is committed to the safety, wellbeing and empowerment of all children and young people involved in our organisation. Everybody at WAIS is responsible for working together to proactively address risks to child safety and continuously improve our child safe culture and practices.

WAIS has 100% commitment to child protection and the physical and psychological safety of children and young people. All allegations, disclosures and concerns will be treated seriously and responded to immediately, consistent with our policies and procedures.

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VALUE	INDICATORS
<p>United We build connection and trust by working as one team and backing each other to achieve our shared goals.</p>	<ul style="list-style-type: none"> • Back one another • Seek input from others • Solve problems together • Share knowledge • Listen and empathise • Communicate openly • Understand roles across teams • Seek to understand
<p>Care We treat everyone with care, integrity, and respect – creating a culture where individuals feel seen, valued and safe to contribute.</p>	<ul style="list-style-type: none"> • Show genuine interest • Listen actively • Include and acknowledge others • Give honest feedback with care • Act with integrity • Celebrate differences • Encourage everyone to speak up
<p>Lead We lead by taking responsibility for our actions, living our values, and setting the tone for others to follow.</p>	<ul style="list-style-type: none"> • Have honest conversations • Take ownership of outcomes • Role model values, even when no one's watching • Call out poor behaviour respectfully • Confront the issues • Ask for feedback and act on it • Speak up when something doesn't align with our standards • Make decisions with honesty and courage
<p>Inspire We lift those around us through curiosity, courage and a hunger for excellence – always learning, improving and striving to be world class in everything we do.</p>	<ul style="list-style-type: none"> • Lead by example • Celebrate others • Share stories and purpose • Show passion and gratitude • Take calculated risks • Support others to grow • Ask what's next? • Push for world class outcomes

Citizenship/Visa
You must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia or the eligibility and ability to gain a visa to permit you to work in Australia. You are required to notify WAIS if your right to work in Australia ceases.

Our Diversity Message
We are passionate about helping people lead positive, healthy, and active lives. We embrace diversity of sex, gender identity, gender expression, sexual orientation, intersex status, ability, skill, cultural background, ethnicity, location, religious or political beliefs, life stage, and encourage everyone to apply.

Employment Policies
The conditions outlined within the WAIS Employment Policies Manual and your individual letter of employment, shall apply at all times.

Employee Agreement

Name	Signature	Date

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