



JOB APPLICATION PACKAGE – FINANCE ANALYST



About Aqwest

Aqwest is the trading name of the Bunbury Water Corporation

The Bunbury Water Board was formed in 1905 to obtain, treat and distribute water and has served the people of Bunbury for over 100 years. The move away from the historic Bunbury Water Board and the evolution of Aqwest occurred as part of the restructuring process in 1996/97.

Despite the updated image and streamlined structure, the tradition of delivering quality water at reasonable cost to the people of Bunbury continues with Aqwest.

Aqwest uses the latest technology and engineering know-how to produce and deliver high quality water for the expanding Bunbury community.

Location, Location, Location!

Bunbury is located 175km South of Perth on the beautiful South West coast of Western Australia and has an enviable lifestyle, fantastic climate, nearby wineries, outstanding restaurants and is surrounded by water on three sides including glorious beaches. It has all the modern entertainment and recreational facilities you would expect in a bustling and growing city. Bunbury has a rich pool of community and culturally diverse activities and is an exciting place to live and work.

Benefits

Short Guide to Employee Benefits

As well as competitive remuneration, Aqwest also provides and funds several health and welfare benefits to employees.

This short guide provides a summary of the conditions and benefits available at Aqwest.

HEALTH AND WELLBEING	
Flu Vaccinations	Provided annually free of charge to all employees.
Skin Cancer Screenings	Professional skin cancer screening provided annually to employees.
Employee Assistance Program	A fully funded service provided by Aqwest for employees and members of their immediate family to access counselling services. Any employee can access the service. Sessions are limited to four per family unit.
Shower Facilities	Access to shower and change room for employees at the workplace.
Bicycle Racks	Secure racks are available for employees' use.
WORKPLACE	
Induction Program	All new employees participate in a comprehensive Induction Program that covers: <ul style="list-style-type: none"> • Corporate Induction • Safety Induction • Human Resources Induction • Equal Employment Opportunity, Access and Inclusion
Flexible Work Arrangements	Flexible work arrangements to assist employees to balance work and personal life are by arrangement between Aqwest and the employee. Arrangements include flexitime, which allows employees to alter start and finish times and have time off for other commitments.
Lunchroom Facilities	Kitchen with full cooking facilities and a communal lunchroom are provided for employees.
Social Club	Aqwest provides a facility for employee payroll deductions of Social Club membership fees. Fees are \$10 per fortnight.
LEAVE	
Annual Leave	Consists of four weeks annual leave for twelve months of continuous service. Pro-rata for part-time staff.

Personal Leave	<p>Paid personal leave is available to employees for the following:</p> <ul style="list-style-type: none"> • Illness or injury. • Caring for immediate family or household members who are ill and require care. • Unexpected emergency affecting the staff member. • Personal leave accrues at one day per completed month of service and pro rata for part time staff.
Compassionate Leave	<p>Available in accordance with the Enterprise Agreement and National Employment Standards (NES).</p>
Public Holidays	<p>Paid leave on gazetted Public Holidays:</p> <ul style="list-style-type: none"> • New Year's Day • Good Friday • Easter Monday • Christmas Day • Boxing Day • Australia Day • Anzac Day • Foundation Day • Queen's Birthday • Labour Day • Two additional public holiday days in lieu
Long Service Leave	<p>Employees receive thirteen weeks of leave for ten years of continuous service. An additional thirteen weeks is available after each subsequent period of seven years of continuous service.</p>

Vision and Values

To be an independent, viable, and competitive water utility in the Western Australian water industry.

Our Values



Accountability



Integrity



Respect



Transparency

Employment Conditions

Conditions	Aqwest Enterprise Agreement 2017
Qualifications	Tertiary qualifications in Finance, Accounting or related field.
Salary Package	Permanent Full Time Position Level 6, Circa \$90,000, dependent on experience and/or qualifications Probationary period – Three (3) months from commencement date
Superannuation	Aqwest pays the superannuation guarantee (10%) plus an additional 1%. The 11% is paid into a fund of the employee's choice.
Hours of Work	76 hours per fortnight plus reasonable overtime
Pre-employment	The recommended applicant(s) will be required to undertake the following: 1. Full pre-employment medical assessment 2. Psychometric test Costs will be met by Aqwest.
Evidence of COVID-19 Vaccination	The Western Australian Government has announced a mandatory COVID-19 vaccination policy for a majority of occupations and workforces in WA. Aqwest as a water service provider is categorised as Group 2 which means that all Aqwest staff must be fully vaccinated by 31 January 2021. (First dose by 31 December 2021 / Second dose by 31 January 2021).
National Police Clearance	The recommended applicant will be required to provide a current National Police Clearance. Cost will be met by Aqwest.
Closing Date	8.00am Monday 31 January 2022 Late applications will not be accepted. We reserve the right to close this advert early if a suitable candidate is selected.

How to Apply

To discuss this exciting opportunity further, confidential enquires may be made to the People and Culture Coordinator people@aqwest.com.au

To be further considered for the role, please send a letter of introduction, comprehensive curriculum vitae, and a copy of relevant qualifications to people@aqwest.com.au

Aqwest Position Description

Position Title	Finance Analyst
Position Level	6
Business Area	Financial Services
Department	Financial Services
Industrial Instrument	Aqwest Enterprise Agreement 2017
Responsible to	General Manager Financial Services
Supervision of	Nil
Primary Location	Water Services Centre, 5 MacKinnon Way, East Bunbury 6230

Vision

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Values

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Position Overview

Provide technical, financial and analytical support in relation to the daily financial activities of Aqwest.

Oversee the procurement and contracts function at Aqwest.

Key Responsibilities

The key responsibilities of this role include, but are not limited to, the following:

Finance

- Completion of monthly Management Accounts, including reconciliation of balance sheet.
- Overseeing the compilation of financial Board reports, including financial statements and key statistics/analysis.
- Assist with the preparation of the Annual Report.
- Assist with Treasury reporting through the Strategic Information Management System (SIMS)
- Assist with submission of monthly tax compliance including GST, PAYG, FBT instalments and Corporation Tax instalments. Oversee the completion of the annual FBT return.
- Overseeing and maintaining the Capital Value Register (CVR), including the capitalisation of assets, posting of depreciation, reconciliation to balance sheet and asset stocktake and tagging.
- Assist with CAPEX and OPEX variance to budget analysis. Provide support to Operations for any basic financial queries they have on expenditure data.
- Provide support within the business, to assist with payroll, finance, budget and expenditure queries.
- Provide detailed expenditure analysis for items as required.

Procurement and Contracts

- Management of contracts register
- Assisting with consultants on tender activities
- Monitoring total expenditure with individual suppliers to ensure appropriate procurement standards are being followed.
- Stakeholder engagement with suppliers in seeking compliance information such as insurances and assisting with answering contract queries.

Administration

- Ensure compliant record keeping in line with legislative and policy requirements.
- Ensure strong communication and writing skills, especially when dealing with external stakeholders and senior staff.
- Undertake other tasks and activities as required.

Other

- Assist with the development, maintenance, and continuous improvement of Aqwest processes, policies and other integrated management system requirements.
- Positively participate in working groups and other initiatives.
- Adhere and comply to workplace health and safety polices, procedures and practices.

The duties contained in this Position Description are to be used as a guide for the position.

Qualifications/Certificates/Licences

Tertiary qualifications in Finance, Accounting or related field.

Corporate Responsibilities

Workplace Health & Safety	<p>The employee shall take reasonable care:</p> <ol style="list-style-type: none"> To ensure his or her own safety and health at work; and To avoid adversely affecting the safety and health of any other person through any act or omission at work. <p>The employee shall:</p> <ol style="list-style-type: none"> Comply with all Aqwest policies and procedures; and Wear and maintain in suitable condition all personal protective clothing and equipment provided by Aqwest.
Code of Conduct	All employees are responsible for adhering to Aqwest's Code of Conduct and the policies and procedures.
Risk Management	Identify and report risks and incidents inherent to duties (or otherwise discovered), utilise risk control measures provided for these risks and suggest improvements in risk control methods.
Records Compliance Statement	Aqwest staff are legally obliged to follow Aqwest's procedures in accordance with Aqwest's Record Keeping Plan and the State Records Act 2000.
Financial Management Compliance	The employee must incur or certify within budget and purchasing authority limits in accordance with Aqwest Policies and Financial Management Procedures. i.e. issuing of orders for various items up to agreed levels in relation to the objectives of the position and the projects for which the position is responsible.

Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

Essential

Role Specific

- Strong knowledge of accounting principles including experience working with Australian Accounting Standards (AASB).
- Experience in preparation of financial statements.
- Working knowledge of Australian tax system.
- Strong attention particularly for high-risk items of the finance function such as Assets and Payroll.
- Ability to work to strict deadlines.
- Demonstrated proactive, solutions focussed approach and able to develop innovative reporting concepts.
- Ability to utilise the Microsoft Office package to full capacity, with a focus on Microsoft Excel for interpreting analytical data.
- Demonstrated experience in using an integrated financial management system.