

Position Description

CORPORATE INFORMATION

Position title	Asset Accountant		
Directorate	Corporate and Community Services	Branch/Section/Unit	Finance and Risk Branch
Position number	1159	Level	6
Award	Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Manager – Finance and Risk		
Direct reports	Nil		
Indirect Reports	Nil		

SCOPE OF POSITION

Position Summary

Lead and participate in the development and ongoing maintenance of Council's asset accounting framework, supporting contemporary asset management practices and providing accurate and timely asset financial information and advice in supporting organisational objectives.

Key Responsibilities of the Role

- Ensure Council's asset financial reporting and disclosure complies with statutory reporting requirements in accordance with Australian Accounting Standards and Local Government Regulation 2012.
- Contribute to Council's financial year end processes, including preparation of statutory reporting notes and supporting reconciliations.
- Maintain Council's Asset Register to ensure compliance with statutory reporting requirements.
- Ensure the ongoing alignment of the financial asset system with the GIS mapping system and other 3rd party systems used across the organisation.
- Provide professional accounting advice to Council staff to facilitate the compliant recognition of assets and preparation of asset financial information and reports.
- Coordinate with asset managers and capital project staff to coordinate completed capital project information for the write-on and disposal of assets in Council's general ledger and financial asset register.

- Analyse and validate capital project transactions and asset recognition processes for both constructed and contributed assets to ensure compliance with Council's asset policies and procedures.
- Manage and be accountable for asset related financial transactions in Council's general ledger and subsidiary system.
- Complete monthly reconciliations of asset control accounts and work in progress accounts.
- Prepare asset capitalisation supporting documents for validation during Council's audit process.
- Lead Council's annual asset revaluation process including the procurement of services, providing information to consultants, validating asset data and coordinating the review of asset values with key business areas.
- Lead policy development and review in relation to asset accounting issues.
- Assess the financial performance and audit materiality impacts from asset revaluations and annual capitalisation as well as from future Council's capital program forecasts.
- Provide financial information to inform Council's Asset Management Plans.
- Contribute to team projects and goals with an emphasis on service delivery and productivity.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence that is current and maintained

Desirable Licence/Competency (Ticket) Requirements

NIL

Essential Knowledge/Skills/Qualifications Criteria

- Qualifications (Degree) in a relevant discipline.
- Extensive knowledge in asset financial accounting, accounting standards, statutory reporting requirements and audit compliance as well as related capitalisation processes.
- Excellent analytical and interpretive skills and proven ability to exercise initiative and judgement to meet business needs.
- High-level communication and interpersonal skills as required to deal confidently and influence outcomes with people at all levels both internally and externally.
- Effective time management skills, including but not limited to, working independently, setting priorities, setting and meeting deadlines and organising own workloads.
- Understanding of ISO 55000.
- Understanding of both accounting and engineering concepts related to asset management.

- Demonstrated ability to use appropriate IT systems.

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case by case basis.

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

NIL

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Position Description



Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

To be the *natural* choice to live, work and play.

Council's Values

Accountable – we take responsibility for our actions. We will be accessible and fair.

Consistent – our actions will reflect Council's guidelines and practices at all times.

Appreciative – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

Communicative – we will keep people informed, consult with the community and will actively listen to and respond to their input.

Respectful – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.