

Position Description

Asset Management Accountant



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| Current Incumbent: | |
| Position number: | 061-1 |
| Department: | Finance |
| Directorate: | Corporate Performance |
| Classification: | Band 6 of the Moira Shire EA |
| Award: | <i>Victorian Local Authorities Award 2001</i> |

About working with Moira Shire Council

Moira Shire Council is an innovative and progressive local government organisation committed to serving the needs of communities across a large regional shire. We are an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity, and inclusion.

We offer excellent conditions, flexible working arrangements, and health and wellbeing support in an encouraging, family friendly environment.

Role Purpose and Objectives

The purpose of this position is to provide key support to the Manager Finance and Coordinator Finance with the delivery of efficient, high quality financial services including budgeting, forecasting, financial reporting, and financial analysis and insights. This will include:

- Routine and ad hoc financial reporting, ensuring compliance with all statutory reporting requirements.
- Maintaining Council's fixed asset register ensuring the timely recording of data.
- Effectively communicating and collaborating with budget owners to develop and enhance finance acumen across the organisation.
- Assisting with the development of business cases for capital projects.
- Work in collaboration with the assets team to value Council's Property, Infrastructure, Plant and Equipment.

This role will also provide technical support and guidance to the finance analysts within the team to build the skills and capability within the finance team.

Organisational Relationships

| | |
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| Reports to: | Coordinator Finance |
| Supervises / Manages: | Not Applicable |
| Internal Liaisons: | Financial Analysts Coordinator Finance Manager Finance Executive Leadership Team Senior Leadership Team All other employees |
| External Liaisons: | VAGO appointed Auditor. Council appointed Internal Auditor Software and support vendors |

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Key Responsibilities and Functions

Asset Management

- Ensure the integrity of asset accounting information through compliance with Accounting Standards and implementing and adhering to Council's policies, procedures, and internal controls.
- Accurately maintain Council's fixed asset register in Council's asset management system including recording acquisitions, contributions, revaluations, depreciation, impairments, and disposal of assets.
- Reconcile the value of all gifted assets such as road pavements, surfaces, kerb and channel, footpath, drainage pipes and pits, signs, streetlights, LUR, parks, land, and playgrounds at component level.
- Calculate annual budgeted and monthly depreciation charges for processing into the general ledger by agreed timeframes and participate in reviews of Council's depreciation expenses to ensure reasonableness and justified.
- Prepare, maintain, and update asset cost information in Council's financial system and coordinate the application of capitalisation thresholds.
- Make recommendations regarding the disposal of fixed assets.
- Accurately record, maintain, and report Council's intangible assets.

Business Partnering

- Provision of proactive and high-level customer service to both external and internal customers including acting as an effective liaison between the Assets and Finance departments.
- Support allocated departments with operating & capital budget business cases.
- Assist the business units with their financial activities, including but not limited to forecast, phasing, acquittals, and journal adjustments.
- In consultation with Council's project delivery team, administer workorders to ensure they are opened and closed in a timely manner.

Management Reporting

- Assist with the preparation of monthly management and quarterly Council reports to ensure accurate, timely and meaningful reporting and analysis, including reports to budget managers, Executive Leadership Team, Council meetings and Audit and Risk Committee.
- Lead and action the quarterly and month-end reconciliation processes to ensure finance reports can be developed in a timely manner and ensure timely investigation of variances identified.
- Preparation of year end Accounting Asset Valuation Papers covering the key financial and reporting issues affecting the annual financial statements for tabling with the Audit & Risk Committee.
- Prepare regular reporting of Works in Progress for distribution to responsible Managers and Directors, with regular progress reporting to Manager Finance.

Statutory Reporting and Budgeting

- Responsible for the allocated budget development components including operating & capital budget for Infrastructure department and long-term capital budget.
- Support the Coordinator Finance with the development of the Annual Financial Statements and Performance Report for inclusion in the Annual Report.
- Assist with the execution of Council's annual financial statement audit, internal audit program and funding acquittals.
- Prepare and coordinate the relevant annual and quarterly reporting requirements to acquit Council's Roads to Recovery program in consultation with the Project Delivery team.

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Other

- Delegate and oversee tasks assigned to finance analysts and provide support for continued development within the team.
- Maintain the integrity of the general ledger by coordinating the completion and review of allocated balance sheet account reconciliations. Ensure that reconciliation discrepancies identified as part of the reviews are followed up and rectified.
- Undertake shared accounting responsibilities including review and posting of journals, approval of payroll and supplier payment runs and acting as a representative on project boards as required, ensuring all activities are undertaken in compliance with applicable accounting standards and internal controls.
- Contribute to the continuous improvement of Council's financial policies, procedures, and systems, including review, development, and implementation.

Although an employee may be appointed to a particular position, Council may ask for duties to be carried out in other areas that are within their range of skills, competence, and training.

Position Descriptors

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| Accountability and Extent of Authority | <ul style="list-style-type: none"> • The position holder is responsible for ensuring that all tasks are conducted in a satisfactory manner and is accountable for the overall quality of the work performed. • Freedom to act is set by legislation, Council policies, objectives, and budgets. • Officer may be required to have an input into policy development and implementation. |
| Judgement and Decision Making | <ul style="list-style-type: none"> • Officer may be required to resolve complex problems within the specialist scope of the role and with guidance and support provided by Finance Coordinator and Assets Team. |
| Specialist Skills and Knowledge | <ul style="list-style-type: none"> • Theoretic and scientific financial / accounting knowledge including the underlying principles. • Strong Excel skills and financial system operating knowledge. • An understanding of the long-term goals of the unit and of relevant policies and procedures. |
| Management Skills | <ul style="list-style-type: none"> • Capacity to monitor and manage individual contribution to achieve leading service delivery and performance. • Ability to provide timely financial information and related advice. • Ability to coordinate tasks and responsibilities with the Assets Team. • Ability to provide effective and inspiring leadership to the Finance Team and staff. |
| Interpersonal Skills | <ul style="list-style-type: none"> • Excellent interpersonal skills to explain complex and strategic financial concepts and provide advice. • Strong written skills with diligence and experience in preparing reports and presentations for a wide variety of stakeholders. • Ability to establish and maintain effective working relationships with all levels of management and staff. |

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Key Selection Criteria

Essential qualifications and experience

- Tertiary qualification in accounting or commerce (majoring in accounting).
- Membership of a professional accounting association (CA or CPA) would be highly regarded.
- Previous relevant experience commensurate with the requirements of the position with a minimum three years' experience relevant to the position.
- Sound understanding of Australian Accounting Standards particularly those relating to fixed assets.

Desirable qualifications and experience

- Experience in financial analysis, forecasting & budgeting.
- Experience in capital works and asset accounting.








Licenses and mandatory requirements

- Current Driver's License.
- Current Police check.

Inherent physical requirements

- High
 - Extended periods of sitting / computer use.
- Medium
 - Working under pressure (i.e., working to deadlines).

Core Competencies (As defined in the Moira Core Competency Framework)

| Moirā Value | Competency | Role requirement |
|---|---|--------------------------|
|  Respect | <ul style="list-style-type: none"> • Community and customer focus • Plan and prioritise | Essential Tier 1 |
|  Honesty | <ul style="list-style-type: none"> • Communicate and engage • Display resilience and adaptability | Essential Essential |
|  Accountability | <ul style="list-style-type: none"> • Demonstrate accountability • Deliver results | Tier 1 Essential |
|  Teamwork | <ul style="list-style-type: none"> • Create, innovate, and solve problems • Work together | Essential Tier 1 |
|  Integrity | <ul style="list-style-type: none"> • Manage self • Act with integrity | Essential Tier 1 |
|  Safety | <ul style="list-style-type: none"> • Actively contribute to the protection of the workforce's health, safety and wellbeing | Tier 1 |
|  People Leadership | <ul style="list-style-type: none"> • Manage and develop people • Lead and manage change • Think and act strategically • Inspire direction and purpose | N/A N/A N/A N/A |

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Shared Organisational Responsibilities

Occupational Health and Safety

- Take reasonable care for own health and safety; and
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at the workplace; and
- Cooperate with employer with respect to any action taken by the employer to comply with a requirement by or under the OHS Act or Regulations
- While at work, an employee must not intentionally or recklessly interfere or misuse anything provided at the workplace in the interests of health, safety, or welfare.
- Ensure hazards, incidents, near misses and injuries are reported immediately.

Code of Conduct

- Ensure that the Moira Shire Employee Council Code of Conduct and all organisational policies and procedures are adhered to.

Customer Service

- Provide quality customer service to both internal and external customers in accordance with Council's Customer Service Charter and Standards.

Recordkeeping

- Comply with records management obligations and responsibilities.
- Make and keep accurate and complete records of business activities and decision making in accordance with Council's Records Management Policy.

Confidentiality

- Comply with the requirements regarding collection, use and disclosure of personal information under the *Privacy & Data Protection Act 2014* and the Information Privacy Principles.
- Understand that unauthorised disclosure of Council information is prohibited (this includes but is not limited to intellectual property, council records, performance information and contractual arrangements) both during and after employment at Council.

Emergency Management

- Assist in Council's emergency management operations (as required under the *Emergency Management Act 2013 (and 1986)*) where required and within reason.

Risk Management

- Comply with Council's Risk Management Policy.
- Understand the principles and purpose of Risk Management.
- Understand all the risks associated with their activities and assist in the identification and management of risks.

Child Safety

- Ensure that behaviours and actions are consistent with the Victorian Child Safe Standards, related legislation, and Council's Child Safe Policy.

Diversity and Inclusion

- Ensure compliance with equal opportunity, diversity, anti-discrimination and gender equality legislation, policies, and procedures.

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Agreement

I hereby agree to the terms and conditions of this Position Description.

Incumbent's name: _____
(Print)

Signature: _____ Date: _____

Managers name: _____
(Print)

Signature: _____ Date: _____

Review of this Position Description

This position description will be reviewed in accordance with the *Victorian Local Authorities Award 2001*.

