

Position Description

Position Title:	Fixed Asset Senior Officer
Business Unit:	Financial Services
Department:	Finance and Information Technology
Directorate:	Corporate Services
Classification:	Band 6
Date:	January 2020
Reports to:	Senior Accountant – Assets/Management Accounting
Supervises:	Nil
Internal Liaison:	All Council staff
External Liaison:	External auditors and reporting bodies

1. Position Objectives

- The objective of the Fixed Asset Senior Officer is to manage the accounting processes of fixed asset transactions and events in accordance with Council's Fixed Asset Accounting Policy and Guidelines, relevant Australian accounting standards and applicable local government legislation.

2. Key Responsibility Areas / Position Specific Responsibilities

****Also refer to Appendix 1 - Additional Key Responsibility Areas / Position Specific Responsibilities for all employees***

Main areas of responsibilities will include but is not limited to:

- Manage the following tasks and responsibilities in accordance with Council's Fixed Asset Accounting Policy and Guideline, Australian Accounting Standards and applicable local government legislation:
 - Review capital expenditure to determine whether to capitalise or expense each item/project and liaise with Project Managers or Asset Management team members as required.
 - Prepare import files for new assets or additions to existing assets for uploading in Council's Asset Management System (Conquest).
 - Process journals to the general ledger (Computron) to record additions to the asset register.
 - Process journals to the general ledger to record asset disposals and sales.
 - Run monthly fixed asset reports from the Conquest system for reconciliation purposes and as required.
 - Perform monthly reconciliations of all related fixed asset accounts (general ledger to Conquest or other subsidiary ledgers as required).
 - Reconcile and monitor works in progress levels to ensure timely transfer to the asset register.
 - Process monthly budget journals for depreciation and year end actual journals for depreciation.
- Assist Coordinator Management Accounting and Systems with the following:
 - Updating Council's Fixed Asset Accounting Policy, Guideline and procedures.
 - Preparation of fixed asset information for inclusion in Annual Financial Statements.
- Prepare fixed asset information for relevant surveys and returns as required (such as Victoria Grants Commission).
- Attend fixed asset meetings as required.
- Resolve in a competent manner all queries raised by auditors in relation to fixed assets.

3. Overall Position Accountability and Authorities

The position is directly held responsible for:

- To ensure council's Fixed Asset register is current, checked, balanced and reconciled to General Ledger through timely and accurate updates of all financial records and transactions in relation to fixed assets, including asset purchases and retirements in the general ledger for reporting purposes. When these functions are up to date, offer assistance to other Financial Services team members as the need arises.
- Where responsibility is for resource management the freedom to act is governed by clear objectives and/or budgets to comply with statutory requirements, with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken in this regard is usually limited to the quality or cost of the programs and projects being managed.
- Where providing specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken on individual clients may be significant but are usually subject to appeal or review by more senior employees.
- Where involved in procedure and policy development / implementation the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output can have a significant effect on the process of procedure / policy development / implementation.
- When providing direct support and assistance to the Senior Accountant – Assets/Management Accountant and Coordinator Management Accounting and Systems the freedom to act is not limited simply by standards and procedures, and the quality of decisions and actions taken will often have an impact upon the performance of the Coordinator Management Accounting and Systems and/or Coordinator Financial Accounting.

4. Judgement and Decision-Making Skills

Judgement and decision making will be within the following scope:

- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience.

Independently:

- Required to exercise professional judgement within the scope of Council's policies and relevant statutory obligations.

With Input from the Senior Accountant – Assets/Management Accountant and/or Coordinator Management Accounting & Systems:

- Where issues arise are not defined by policy or procedure refer decisions to the Coordinator Management Accounting & Systems.

Recommends and Identifies to the Senior Accountant – Assets/Management Accountant and/or Coordinator Management Accounting & Systems:

- Improvements to procedure and policy development / implementation

Guidance:

- Guidance and advice are usually available from the Senior Accountant Assets/Management Accounting and the Coordinator Management Accounting & Systems.

5. Specialist Skills and Knowledge

The essential position requirements include:

- Proficiency in the application of Financial and Management Accounting disciplines, and where this involves interpreting regulations an understanding of the underlying principles as distinct from the procedures and practices is required. This includes demonstrated skills and experience with asset accounting procedures including revaluations, depreciation, asset additions and asset disposals.
- An understanding of the long-term goals of Financial Services and of the relevant policies of both the unit and the wider organisation and when providing direct support, an understanding of the role and function of the Coordinator Management Accounting and Systems is also required.
- Strong continuous improvement and customer services focus in conjunction with ability to communicate accounting or financial information and requirements to internal and external stakeholders.
- Strong levels of attention to detail and accuracy and excellent analytical and numeracy skills along with computer literacy including strong Excel and Word skills to deal with high level financial systems.

6. Management and Interpersonal skills

The essential position requirements include:

- Skills in managing time, setting priorities and planning and organising one's own work and in appropriate circumstances that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within set Financial Services timetables.
- Where required to assist, train or organise the work of other Financial Services staff an understanding of and ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees training and development is required.
- The ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of defined activities and in the training or organisation of other employees where appropriate to achieve quality teamwork processes.
- Ability to deal professionally, confidently and communicate effectively with team members and staff in all other areas of Council and well-developed verbal and written communication skills, including the ability to write reports and provide accurate documentation in the field of expertise and prepare external correspondence.
- Ability to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.

7. Qualifications and Experience (Key Selection Criteria)

Selection of the most suitable applicant will be based on the following:

Essential

- Degree or diploma accounting qualification (CPA or CA or working towards would be well regarded) with some relevant work experience or alternatively where deemed appropriate lesser formal qualifications together with substantial relevant experience in Financial and Management Accounting disciplines may also be considered. Relevant experience should include:
 - Demonstrated sound knowledge of asset accounting procedures in particular reconciliation procedures and services.
 - Demonstrated knowledge of high-level financial administration processes including related computer systems literacy.
- Demonstrated ability to work as an effective team member of a large multi-disciplinary team including the ability to prioritise time and organise workload, preferably within a medium sized public sector organisation.
- Demonstrated well-developed verbal and written communication skills, a highly developed customer service focus, strong Excel and Word skills, along with attention to detail and accuracy to prepare and provide documentation and reports.

Verification

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

Prepared by:

Name:	Kirsten Geri	Signature:	
Date:			

Manager:

Name:	Michelle Hansen	Signature:	
Date:			

Director:

Name:	Mick Jaensch	Signature:	
Date:			

Position Occupant:

Name:		Signature:	
Date:			

Inherent Physical Requirements of the position

Not specific to this role (the position does not require more than 10-15% manual handling. A Task Analysis to identify detailed Physical Requirements of the role is not required).

Authorised by: Name

Signature

Cognitive Demand	Yes	No
Regular communication with team/work mates	✓	
Regular communication with others	✓	
Verbal instruction and supervision of others		✓
High concentration	✓	
Planning and problem solving	✓	
Job/task organisation	✓	
Short-term memory	✓	
Long-term memory	✓	

Position Description

APPENDIX 1

Additional Key Responsibility Areas / Position Specific Responsibilities for all employees

Main areas of responsibilities will include but is not limited to:

Business Unit Responsibilities

- Undertake Emergency Management duties as required by assisting in Emergency Management activities.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees.
- Make an ongoing, positive contribution to the Directorate.

Change Management

- Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude in order to embrace new tasks and to assist others.

Team Effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

Organisational Requirements

- A committed employee, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures and guidelines.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Adhere to Council's occupational health, safety and return to work (RTW) policies and procedures and participate in health and safety training programs and initiatives.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.