

Position Description

Position Title:	Senior Accountant – Assets/Management Accounting
Business Unit:	Financial Services
Department:	Finance and Information Technology
Directorate:	Corporate Services
Classification:	Band 7
Date:	February 2020
Reports to:	Coordinator Management Accounting & Systems
Supervises:	Fixed Asset Officer
Internal Liaison:	Council staff
External Liaison:	Developers, vendors Internal and external auditors Government agencies and other departments Council staff

1. Position Objectives

- To manage and deliver high quality fixed asset and management accounting functions with strong customer service and under recognised industry best practice to enable Council to take informed decisions;
- To administer, monitor and review Councils Development Contribution Plans as outlined in the Development Contribution Plan Guideline and other related documents.
- Ensure Council complies with its statutory financial reporting requirements and to maintain the policies, systems and financial data used to formulate the reports associated with this task.
- Manage the activities of the Fixed Asset Officer including leadership of staff, administration of relevant systems and formulation of procedures, to ensure the effective and efficient delivery of all fixed asset and management accounting functions.

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:

Fixed asset accounting

- Manage the provision of fixed asset accounting services for Council.
- Develop and maintain written policies and procedures, and continually review and streamline systems and processes to ensure flexible and responsive service delivery.
- Maintain, review and reconcile Council's asset register in accordance with applicable Australian Accounting Standards, the Local Government Act and Regulations and other statutory requirements.
- Prepare year end fixed asset reconciliations and financial note disclosures for Council's financial statements, ensuring they are compliant with the Model Local Government Financial Report, Australian Accounting Standards and other applicable legislative requirements.
- Manage the independent valuation of Council's land and buildings by external contract valuers (every two years). Reconcile and review the independent valuation.
- Review and maintain the accuracy of the financial data in Council's "Conquest" fixed asset register by running and reviewing exception reports on a quarterly basis.
- Meet regularly with the Asset Management Team about various fixed asset and Conquest related matters.
- Approve fixed asset journals and reconciliations processed and prepared by the Fixed Assets Officer.
- Process depreciation in Conquest each finance year end.

Asset Valuations

- Manage the independent valuation of Council's land and buildings by external contract valuers (every two years). Reconcile and review the independent valuation.
- Analyse the annual replacement rate review of infrastructure asset types conducted by Council's Asset Management Team.
- Analyse the financial impact of asset valuations as required.

Statutory Reporting

- Coordinate the compilation and production of all fixed asset financial note disclosures for the annual audited Financial Statements in accordance with Accounting Standards and Local Government legislation and within statutory deadlines
- Oversee fixed asset reporting for the Annual Victoria Grants Commission Return.
- Any other ad-hoc reporting requirements.

Management Reporting Accounting

- Deliver financial and accounting advice to Departments/Business Units within the Council in a decision support team environment.
- Compile and provide monthly management reports to meet business plan objectives.
- Assist and support the Coordinator Management Accounting & Systems when required, with the preparation of the Annual Budget and monthly management reporting requirements, particular in relation to capital expenditure and fixed asset items (e.g. annual depreciation expense).
- Assist the Coordinator Management Accounting & Systems in providing support and advice to the organisation in preparing quarterly budget forecasts and general account issues within the prescribed timelines.
- Perform other duties within the scope of the classification or as requested by the Coordinator Management Accounting & Systems and assist as required.

Development Contribution Plans (DCP)

- In conjunction with the Manager Finance & IT administer, manage and review Council's Development Contribution Plans in accordance with the relevant guidelines and documents.
- Administer the DevCap accounting system for DCP's including annual indexation updates and maintaining the relevant development contribution databases.
- Maintain knowledge of current legislation, policy and procedures that impact upon all aspects of contributions planning and/or implementation.
- Champion the development and updating of Council procedures, guidelines and policies relating to the development, implementation and administration of Council's DCP's.
- Provide timely, relevant and quality advice to Management to allow informal and formal decisions to be made.
- Maintain the financial records of all DCP arrangements and all other financial tasks related to DCP's.
- Prepare reports to Council/EMT on DCP matters and specific issues relating to development contributions.
- Ensure efficient, effective and professional services are being provided to customers and stakeholders with a focus on excellence in customer service.
- Provide appropriate technical input into Council's capital works program.

Policy and Procedures administration

- Formulate and have input into Council's Fixed Asset Policy and Guideline development and internal controls.
- Assist internal and external auditors with fixed asset queries each financial year and as and when required.

3. Overall Position Accountability and Authorities

The position is directly held responsible for:

- Assisting the Coordinator Management Accounting & Systems and Manager Finance & IT to manage Fixed Asset Accounting, Development Contribution Plans and related services across the broader organisation in the delivery of a comprehensive range of information and support to the municipality within legislative and corporate guidelines, agreed timeframes and service standards. The freedom to act in this regard is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. In this, decisions and actions taken by this position may have a significant effect on programs and/or projects being managed or on the public perception of the wider organisation.
- Accountable for the provision of sound financial advice to relevant management and team leaders across the organisation in relation to fixed asset accounting and information in line with Australian Accounting Standards, budget control and internal procedures and policies. The freedom to act in this regard is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients. The freedom to act in this regard is subject to corporate regulations and policies and a regular reporting mechanism by to the Manager Finance & IT.

- Under the direction and guidance of the Coordinator Management Accounting & Systems and Manager Finance & IT provide input into the development of policy, procedures and operational guidelines for the Management Accounting team. This work will be of an investigative, analytical or creative nature and review a significant range of data and options for consideration. The freedom to act is generally prescribed by Coordinator Management Accounting & Systems and Manager Finance & IT. The quality of this work can have a significant effect on the process of policy development;
- Achievement of statutory and agreed deadlines for preparation and presentation of information or reports on Council's financial affairs.

4. Judgement and Decision-Making Skills

Judgement and decision making will be within the following scope:

Independently:

- Provide professional advice to the Manager Finance & IT and the Coordinator Management Accounting & Systems in relation to accounting standards and legislative requirements.
- The nature of the work is essentially problem solving in nature and involves application of specialised fixed asset accounting procedures and guidelines and knowledge acquired through relevant training generally developed from theory or precedent. The problem-solving process comes from the application of these established techniques to new situations.
- Required to exercise independent professional judgement and adaptability in evaluating and determining appropriate methods, procedures and practices for achieving Council objectives.
- Demonstrate adaptability in evaluating operational routines and methods including identifying and recommending improvements to those operations.
- Carrying out reporting tasks in accordance with council timetable.

With Input from the Coordinator Management Accounting & Systems/Manager Finance & IT.

- Prepare the first drafts of the fixed asset note disclosures to the annual financial statements for review.
- Develop and implement ongoing improvements to work systems, procedures and unit activities from an unspecified range of options.
- Provision of specialised advice to council's managers and officers on fixed asset, DCP and general management accounting related matters.
- Evaluating and making improvements to fixed assets and DCP related tasks.

Recommends and Identifies to the Coordinator Management Accounting & Systems:

- Improvements to the fixed asset, DCP and management accounting services.
- When contributing to the formulation of relevant policies, decision-making guidelines or strategies, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made to the Coordinator Management Accounting & Systems.
- Guidance is not always available within the organisation.
- All decisions are made within legislative guidelines.

5. Specialist Skills and Knowledge

The essential position requirements include:

- Extensive knowledge of accounting principles, accounting standards and financial and management accounting systems, including of internal control procedures pertaining to asset accounting.
- Proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities, particularly demonstrated experience with asset accounting procedures including revaluations, depreciation, asset additions and disposals. This will also include an awareness of the local government act, policies and practices and an understanding of current trends and issues.
- When contributing to the formulation of relevant policies, decision-making guidelines or strategies, well-developed analytical, investigative and advocacy skills are required coupled with a strong strategic approach to enable the formulation of options from within a broad organisation-wide framework.
- An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Strong communication skills and level of attention to detail and accuracy combined with advanced Microsoft Excel and Words skills.

6. Management and Interpersonal skills

The essential position requirements include:

- Skills in managing time, setting priorities, planning and organising ones' own work and where appropriate that of other employees so as to achieve specific and set objectives of Financial Services in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- An understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employee's development schemes. They would be also expected to contribute to the development and implementation of long-term staffing strategies.
- Ability to identify issues, develop options and problem solve, including the ability to scope continuous improvements in the area and improve efficiency and quality of service.
- Demonstrated ability to work effectively in a team and independently, particularly the ability to gain cooperation and assistance of key stakeholders and staff to resolve intra-organisational problems and counterparts in external agencies to discuss and resolve specialist problems.
- With guidance from the Manager Finance & IT, advocate with key internal and external stakeholders in relation to DCP related matters. This includes the administration of broadly defined Financial Services activities and the motivation and development of employees.
- Highly developed written and verbal communication skills to engage with a wide range of internal and external stakeholders regardless of their level of technical knowledge to achieve specific and set objectives of Financial Services.
- Highly developed report writing skills as well as demonstrated project management skills and ability to handle tasks simultaneously in order to achieve deadlines.

7. Qualifications and Experience (Key Selection Criteria)

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

- A tertiary Accounting qualification in conjunction with substantial subsequent relevant experience and membership of CPA or CA, preferably in a similar sized service organisation.
(where deemed appropriate higher formal qualifications either in the field of specialist expertise or in management, together with a shorter period of experience, or lesser formal qualifications with extensive relevant experience may also be considered)
- Demonstrated thorough knowledge and understanding of financial and management accounting practices, policies and procedures in asset accounting including revaluations, depreciation, asset additions and disposals and the preparation of financial statements and related disclosure notes, as well as Local Government Act & Regulations and Australian Accounting Standards.
- Demonstrated ability coordinating designated asset and management accounting functions whilst contributing to continuous improvement initiatives and the formulation of relevant policies, decision-making guidelines and strategies to achieve financial services objectives within set timeframes despite conflicting pressures.
- Demonstrated highly developed verbal and written communications skills preparing reports and engaging with a wide range of internal and external stakeholders regardless of level of technical / accounting knowledge.
- Demonstrated experience carrying out financial reporting tasks in accordance with organisational timetables.

Verification

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

Prepared by:

Name: Michelle Hansen	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.
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and return to work (RTW) policies, procedures, training programs and perform other duties as directed within the limits of acquired skills, knowledge and training.
- 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.