

LACHLAN SHIRE COUNCIL



Position Description

Position Title: Assets Accountant

Position Number: 2200006.1

Department: Finance

Salary: Grade 12

Award: Local Government (State) Award as varied by the Lachlan Shire Council's Enterprise Agreement

Hours of Work: 38 per week

Responsible to: Manager - Finance

Supervises: N/A

Position Purpose: Contribute to 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.
Contribute to team projects and goals with an emphasis on service delivery and productivity.

Position Objectives:

- Maintain structural hierarchy of financial management information system for assets in conjunction with the Manager - Finance
- Provide principal point of contact for all departments on internal budgets and income sources for assets
- Assist with preparation and review of Council's annual statements, long term financial plan and assets financial aspects of Operational Plans and Delivery Programs
- Maintain Council's Work Order system for assets
- Account for Grants and Contributions (including Annual Acquittals if required)
- Account for Stores and Materials, including Gravel Pits, including stocktakes as required
- Develop and maintain Assets including capitalisation of Assets
- Train council staff on assets financial systems
- Carry out such duties that are within the limits of the employee's skill, competence and training

Essential Criteria:

- Relevant practical experience in the accounting field
- Ability to train and mentor staff in financial practices
- Ability to apply time management and forward-planning skills to achieve deadlines
- Understanding of EEO and WHS requirements
- Excellent oral and written communication skills
- High level of computer skills
- Ability to work within a team environment

Desirable Criteria:

- Knowledge of the NSW Local Government Code of Accounting Practice and Financial Reporting
- Experience with preparing annual statements
- Hold an Accounting Degree or working towards accounting qualifications
- CPA Qualifications
- Knowledge of the Local Government Act
- Previous experience using Civica 'Authority' product
- Advanced abilities with the use of MS Excel
- Class 'C' drivers licence

Performance Measures:

Performance measures for each of the outcome categories will be determined by the Chief Financial officer in collaboration with the Manager – Finance and the staff member at the completion of the first three months of employment. These measures will then form part of the staff members formal Annual Performance Plan.

Indicative Training:

Training for the position shall be based upon firstly to meet the essential criteria identified for the position to bring the employee up to the identified minimum level then to meet the desirable criteria and other training targets identified with the supervisor.

Strategic Focus:

- Actively participate in the strategic planning of the department, assisting Council to achieve its goals and visions as outlined in the Community Strategic Plan – Living Lachlan Style
- Playing an active role in identification and policy development for the organisation in relation to assets
- Work collaboratively across Council in assisting and supporting directors and managers in developing, implementing, monitoring and maintaining assets financial systems

Leadership:

- Highly developed time management skills, capacity to plan, organise and meet changing priorities
- Lead by example, promoting fairness, inclusion and equity in all undertakings
- Be respectful, open & transparent in deliberation
- Work with integrity
- Be an effective team member exhibiting flexibility, commitment and support

Accountability:

- Ensure Council's asset financial reporting and disclosure complies with statutory reporting requirements in accordance with the NSW Local Government Code of Accounting Practice and Australian Accounting Standards
- Maintenance of Council's Asset Register, within the existing Civica Authority assets module, to ensure compliance with statutory reporting requirements including integration with subsidiary ledgers and GIS mapping system.
- Provide professional accounting advice to key areas within Council to facilitate the compliant recognition of assets and preparation of asset financial information and reports.
- Liaise with capital projects 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 asset transactions and recognition processes for both constructed and contributed assets to ensure compliance with Council's asset policies and procedures
- Co-ordinate Council's annual asset revaluation process, including providing information to external Valuers, validating asset data and coordinating the review of asset values with key department personnel.
- Proactively participate in policy development and review.
- Contribute to Council's financial year end processes, including reporting and reconciliations.
- Maintain a professional knowledge of financial management systems and best practice techniques as they relate to asset accounting, asset management and relevant financial reporting requirements
- General Ledger and Work Order accounts established as required
- Stocktakes completed within set timeframes
- Completion of various returns accurately and by their due dates
- Grant accounting in accordance with departmental guidelines/ requirements
- Council and the community are well informed of policies, procedures or guidelines that have been established for assets
- Promptly and accurately register and record all related correspondence into Council's TRIM records management system
- High level of confidentiality maintained at all times
- High level customer service evidenced
- Be an effective team member
- Able to work with minimal supervision
- Ensure that work is of a high quality
- Documentation of actions taken to meet objectives
- Level of compliance with EEO provisions
- Level of compliance with Council policy and procedures

Engagement:

- Provide a high level of assets financial advice and technical guidance to all departments of Council and other external stakeholders
- Liaise with Council's external auditors to ensure compliance with the Local Government Act and Accounting Standards
- Liaise effectively with all departments of Council
- Promote council positively at work and in the community

Customer Service:

- Provide a strong commitment to responsive, accountable and friendly customer service
- Maintain co-operative and effective communication with internal staff, the general public, auditors, and governing authorities and departments

Knowledge:

- Knowledge of the Local Government Act and other relevant legislation
- Working knowledge of the Work Health and Safety Act 2011 and Regulation
- Understanding of the Integrated Planning and Reporting Requirements for Local Government
- Working knowledge of NSW Local Government Code of Accounting Practice and Financial Reporting and applicable Australian Accounting Standards
- Understanding of the Local Government Financial Environment

Expertise:

- Experience in Asset Financial Management
- Experience in preparing, monitoring and reporting on Council's budgets
- Proficient ability to use Microsoft Office suite of products
- Relevant practical experience in the accounting field
- Well-developed time management and organisational skills
- Experience in Assets Accounting software

Code of Conduct

At all times employees should act in a manner that promotes Council in a positive way. While on duty, employees are to give the whole of their time and attention to the business of Council. Employees need to carry out their duties conscientiously, honestly, fairly and impartially.

Employees are required to treat all people with courtesy and sensitivity concerning their rights. All employees are required to comply with the Code of Conduct at all times.

Work Health and Safety Obligations (for all staff):

- Assist in identifying hazards at the workplace and assessment of associated risks and mitigation strategies
- Be aware of and follow Council's adopted risk management procedures when undertaking tasks and projects avoiding placing others persons at risk of harm or ill-health
- Follow all reasonable directions
- Report as soon as practical to supervisors any matter that relates to hazard identification or risk assessment; incidents or near misses that affects the Council's capacity to ensure a safe and healthy workplace
- In the event of a non-disturbance accident not, to disturb or interfere with the accident scene other than to rescue a person from the scene of the incident; or, take such steps as are necessary to prevent further harm to employees; or, render the scene of the accident safe for the purpose of inspection and if required WorkCover investigation

Incumbent: _____

Date: _____

Chief Financial Officer: _____

Please note that Position Descriptions are under constant review and may be changed after consultation, to reflect organisational requirements at any time.