

Position Description

Assets Accountant



Position Title:	Assets Accountant	Position Number:	3072
Division:	Corporate Services	Job Grade:	JG7
Unit/Section:	Financial Services	Award base:	35
Unit/Section Leader:	Manager Financial Services	Reports to:	Senior Accountant
Supervises:	Finance Officer - Assets		
Date Created /Revised:	24 June 2008 October 2009 new format and organisational updates April 2013 - updated to new PD template format March 2014 - updated Division name October 2014 - redefined role as a result of Finance Unit restructure February 2019 – update to objectives		

Primary Objective

- To administer and co-ordinate the financial general fund asset registers for transport (roads, bridges, footpaths/cycleways, car parks, street furniture, kerb & gutter), stormwater drainage and buildings asset types.
- To administer and co-ordinate implementation and upgrades of asset management/work systems (MyData and Technology One EAM).

Values Statement

What we value
Living and loving the Tweed.
We look after people and places, explore all opportunities and are proud of our passionate approach.
We care about each other, choose to be here, and are in this together.
We have conversations where everyone can contribute and we are willing to have a go.
We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

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External Environment

Tweed Shire is one of the fastest growing areas in New South Wales. The Shire also has the second highest biological diversity of any area on the Australian Eastern seaboard.

Organisational Environment

FINANCE, REVENUE & INFORMATION TECHNOLOGY GROUP

The Finance, Revenue and Information Technology Group provides a comprehensive range of support services across the organisation in the areas of finance, revenue, information technology, GIS and Integrated Planning and Reporting.

The Group supports the General Manager and the three operational Divisions in a participative and consultative environment aimed at facilitating organisational performance and competitiveness.

Financial Services Unit:

The Financial Services Unit is responsible for all financial services affecting Council's operations. The unit is responsible for the preparation of the Long Term Financial Plan and Asset Management Policy, Strategy and Plans, as well as revenue (rates, fees and charges) and recovery services. It also has the statutory responsibility via Council to report to Government on all financial matters and to manage the Integrated Planning and Reporting process including the development of the Community Strategic Plan, Delivery Program and Operational Plan.

The work environment is busy, responsive to customer demands and requires regular adjustment of priorities and activities.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.

The Position

The position administers and co-ordinates the financial general fund asset registers for transport (roads, bridges, footpaths/cycleways, car parks, street furniture, kerb & gutter), stormwater drainage, buildings, open space/recreation services (shelters/bbq's etc) and swimming pools asset types.

The position provides supervision of the asset registers for other structures (public art), art works, open space/recreation services (shelters/bbq's etc), swimming pools and other infrastructure (wharves/jetties etc) asset types.

The position is responsible for the administration and co-ordination of implementation and upgrades of asset management/work systems (MyData and Technology One EAM).



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The position provides advice and assistance in the development and review of Councils general fund asset management policy, strategy and plans.

The position provides assistance in developing asset management budgets for inclusions in the Long Term Financial Plan and other Integrated Planning and Reporting documents.

The position uses Council's Information Management Software (ECM) to comply with organisational requirements for document registration and management.

The work of the position includes, but is not limited to, the following:

Key responsibility areas	Associated key duties
1. Financial/Asset Management	<ul style="list-style-type: none">• Administer and monitor all General Fund financial asset data into the Assetic MyData Asset Registers for transport (roads, bridges, footpaths/cycleways, car parks, street furniture, kerb & gutter), stormwater drainage, buildings, open space/recreation services (shelters/bbq's etc), other infrastructure and swimming pools asset types.• Reconcile the asset register balance to the general ledger on an ongoing basis.• Conduct an annual review of asset depreciation rates.• Monitor and maintain asset attribute data required by users for applicable asset types.• Prepare the Infrastructure, Property, Plant and Equipment note and associated Special Schedules to the Annual Financial Statements for applicable assets types.• Liase with GIS staff in relation to asset attribute – spatial object links.• Provide supervision of the asset registers for other structures (public art), art works and other infrastructure (wharves/jetties etc) asset types.• Provide assistance in developing asset management budgets for inclusions in the Long Term Financial Plan and other Integrated Planning and Reporting documents.• Provide advice and assistance in the development and review of Councils general fund asset management policy, strategy and plans.
2. Information Systems	<ul style="list-style-type: none">• Administer and co-ordinate implementation and upgrades of asset management/work systems (MyData and Technology One EAM).• Assist in the implementation of new Technology One Financials modules(contracts).



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3. Communications	<ul style="list-style-type: none"> • Provide advice to Asset Managers on asset management plans and systems. • Assist in the coordination and conducting of regular Asset Management Committee meetings.
4. Projects	<ul style="list-style-type: none"> • Prepare business analyses and reports on request • Undertake special projects as directed including research of financial information and the preparation of reports for submission to Senior Management and Council.
5. Internal Control	<ul style="list-style-type: none"> • Assist in identifying internal control checks across Council's operations.

As a member of the Financial Services Unit, the position requires attention to detail, flexibility, the ability to contribute to the provision of client services across the work of the Unit, the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities:

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol this position has been deemed to fall within the following categories:

Category 8 – All Employees

All employees are required to perform their duties in accordance with their relevant position description, WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For a complete list of the WHS Responsibilities, Authority and Accountabilities of this position staff are to refer to the Protocol located on Council's intranet site:

<http://tscdotnet/OMS/> .

WHS Training Requirements

The WHS training requirements for this position as per the WHS TNA are:

	WHS Training Needs Analysis	Position(X)
Generic WHS Training	Online TSC Safety Induction Program	X
	Local Area Induction (Level 2 Work Activity)	X



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Organisational and External Relationships:

Organisational relationships

- Financial Services Unit
- Budget managers
- Asset managers

External Relationships

- Software suppliers
- External auditors

Within the context of the position, the incumbent is also responsible for:

- maintaining work standard quality
- continuous improvement of procedures and systems
- provision of quality customer service.

Location of Position:

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor.

Probationary Period:

The position incumbent will undergo a 3 months probationary period. Where deemed appropriate, the probationary period can be extended by the relevant Director for no more than a further 3 month period. Successful completion of the probationary period will result in confirmation of the appointment.

Verification of Qualifications:

Guidelines

- All original certificates or certified (by the institution) academic transcripts must be sighted by Council. Cost of providing documentation is to be borne by applicant.
- To facilitate the verification of qualifications written permission must be given to the Tweed Shire Council for the relevant educational institution to be contacted.
- Falsely claiming qualifications will lead to dismissal and/or prosecution for any relevant offence.
- Applicants to sign a certificate declaring that qualifications are genuine and that if falsely claimed can lead to dismissal.

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Required Personal Attributes, Knowledge and Competence

Selection Criteria

Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

Knowledge and Competence: (to be addressed in full when making application)

1. Degree qualifications in Business, Accounting or Commerce.
2. Demonstrated knowledge of Technology One Financials or similar financial software.
3. Demonstrated knowledge of Assetic MyData or similar asset management systems.
4. Demonstrated high level competence and experience in the application of asset accounting principles and recording.
5. Demonstrated advanced competence in the use of Crystal Reports and/or XLOne reporting.
6. Demonstrated high-level competence in personal computer software including spreadsheet applications.
7. Well developed oral and written communication skills.
8. Demonstrated knowledge of, and ability to interpret and implement current NSW local government accounting practices and accounting standards.
9. Demonstrated ability to perform complex account reconciliations.

Desirable:

10. Experience in financial positions within a local government environment.

INCUMBENT/(S):	PDT:
VACANT (Linda Kennedy)	3072