

POSITION TITLE	Asset Accountant
DEPARTMENT	Corporate & Community Services
GROUP	Finance
LOCATION	Mareeba
CLASSIFICATION / LEVEL	LGOA Level 5
REPORTS TO	Manager Finance

Department Summary

The Corporate and Community Services Department ensures an integrated approach to the delivery of internal organisational services and the provision of external services of Council to the community.

Department business units include:

- Finance
- Information Systems
- Development & Governance
- Human Resources
- Customer & Community Services

Position Summary

This position is responsible in ensuring the fulfilment of obligations in relation to all aspects of asset accounting. The position will work in close liaison with the Senior Accountant and Manager Finance and supervises the Graduate Accountant.

Key Responsibilities

- Coordinate accounting, administrative and systems processes associated with assets including depreciation, valuation, impairment, asset capitalisation, sale and disposal processes
- Complete, maintain and oversee the financial asset registers, including revaluations, in accordance with legislative requirements and Council policy
- Provide all financial asset information for inclusion within Council's annual financial statements and asset management plans
- Act as Council's key contact with external auditors on all matters relating to financial asset management and accounting issues during interim and year-end audits and ensure asset accounting working papers are fully maintained to satisfy external audit requirements
- Liaise with senior engineering staff to review financial asset depreciation rates, remaining useful lives and to account for all asset disposals and instances of asset impairment
- Liaise with consultants, asset valuers and professional groups on asset accounting requirements
- Review policies and procedures for non-current assets
- Work collaboratively with other departments and groups within Council and develop an environment that fosters a strong sense of team spirit, promotes Council's core values, encourages a commitment to personal and professional development and ensures a safe working environment
- Other reasonable duties as directed from time to time

Skills and Knowledge

- Initiative in customer service to ensure efficient and effective financial reporting targets are achieved by all departments within Council
- Well-developed interpersonal skills, including a demonstrated ability to effectively liaise with staff at all levels
- Self-motivated, highly organised and the ability to work autonomously
- Skills in problem solving, prioritising, time management, quality assurance and team membership
- A demonstrated high level of ability to prepare and present reports and submissions of a complex and substantial nature and to formulate recommendations
- A demonstrated capacity to liaise, consult and negotiate with Council staff, government officers and members of the community
- Comprehensive knowledge of the Local Government Act 2009 and Local Government Regulation 2012
- A thorough understanding of the application of Australian Accounting Standards and general accounting principles

Qualifications and Experience

Essential (Mandatory for the Position)

- Current Queensland C Class driver's licence
- Relevant tertiary qualifications within the discipline of Accounting with five years of accounting experience in a multi-disciplinary organisation
- A consistent track record of achievement in delivering high-quality, customer-focused financial and associated management reporting
- Demonstrated ability to produce complex management reports and evaluate projects based on whole-of-life costing and cost recovery

Desirable

- Membership or eligibility for membership into CPA or Chartered Accountant
- Demonstrated ability to produce budgets in accordance with relevant standards legislation and guidelines

Leadership Competencies

People in supervisory roles play a vital role in the successful operation of Council' functions and the engagement and productivity of employees. This position is required to demonstrate the behaviours and competencies outlined in the attached Schedule L1 - Leadership Competencies.

Environmental Obligations

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S2 attached.

SCHEDULE L1 LEADERSHIP COMPETENCIES

Leadership is a vital element of every supervisory position, whether it is at foreperson, supervisor, coordinator or manager level. Following are examples of the behaviours and competencies supervisors at all levels are expected to demonstrate in their work each day. This is not intended to be an exhaustive list.

Act as a role model on behalf of Council

- Model the values and principles outlined in the Employee Code of Conduct. Lead by example, follow policies and procedures and do not walk or drive past a non-compliance without addressing the issue.
- Act professionally as a representative and leader of Council - within and outside of working hours.
- Treat others with respect, dignity, honesty and sensitivity. Do not participate in overbearing or intimidating behaviour, belittle others or behave in a manner which may make others feel humiliated or degraded.

Lead teams effectively

- Share information with team members that is vital for their effective work performance and which gives them context to decisions made by their supervisors or managers.
- Ensure workloads are distributed fairly and equally amongst team members and that nobody feels left out or treated differently to the rest of the team.
- Drive continuous improvement and embrace and adapt to change. Encourage employees to bring up suggestions for improvements and initiative, consider them and provide feedback on the outcome.
- Identify problems and come up with solutions, seek the team's input when appropriate. Mentor others to find their own solutions rather than always giving them the answers.
- Be decisive, make decisions equally and fairly for everyone and follow Council guidelines, policies and procedures.

Foster excellent performance and address performance issues

- Develop team objectives in line with Council goals and core values. Set clear expectations for team members and provide regular constructive feedback.
- Empower team members to perform in their roles within their capabilities and level of responsibility while providing them with guidance and direction when needed.
- Manage performance in a timely manner - give praise where praise is due and address problems when required, in a constructive manner. Hold team members accountable.
- Support team members to improve their skills, become more experienced and to be successful in their roles. Encourage professional development.

Work as a united team

- Implement decisions made by management and provide team members with as much context as possible.
- Work effectively and cooperatively with other departments so as to achieve overall positive results.

**SCHEDULE S2
WHS RESPONSIBILITY STATEMENT**

Managers, Coordinators & Supervisors

Managers, coordinators and supervisors are responsible and accountable to their department director for the health and safety of all employees, contractors, visitors and volunteers at workplaces that are under their control.

Responsibilities include:

1. Performing all work in a safe manner and ensuring a safe work environment and safe system of work are provided for all employees, contractors, visitors and volunteers.
2. Implementing, maintaining and monitoring the WHS Management System – SAFE PLAN (WHS Plan) and Monthly Action Plans (MAPs) within their area of responsibility.
3. Being aware of WHS key performance indicators (KPIs) that have been set by management for their area of responsibility.
4. Assisting with the development and implementation of departmental WHS policies, procedures and work instructions and compliance with them
5. Providing information to employees through team meetings, toolbox talks or information sessions in relation to WHS.
6. Ensuring hazard inspections are conducted at all relevant workplaces in accordance with the ‘Hazard Inspection Matrix’ and hazard checklist, and corrective actions to eliminate hazards are taken where possible
7. Ensuring risk assessments are conducted and recorded for all identified hazards including hazardous substances, operation of plant and prior to the implementation of new work practices.
8. Acquiring and maintaining a sound knowledge of the safety risk profile of the department and developing meaningful risk controls for the relevant area of responsibility.
9. Ensuring all incidents, serious bodily injuries, work-related illnesses or dangerous occurrences, including near misses, are reported to the WHS Advisor within the required timeframes.
10. Identifying employee training needs and ensuring that no employee is required to undertake a task without first receiving training in the safe method of work or adequate safety instructions.
11. Ensuring all new employees and internal transferees are given job induction training and appropriate job safety instructions.
12. Enforcing the wearing of all required personal protective equipment (PPE), provide training in the use of PPE and ensuring that the equipment is worn correctly.
13. Ensuring a high standard of housekeeping is maintained within their area of control.
14. Ensuring that no hazardous substance is purchased or used without first carrying out a risk assessment and gaining approval from the relevant person.
15. Ensuring all employees under their control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures.
16. In liaison with the Workplace Rehabilitation Coordinator, implementing rehabilitation procedures and facilitating early return to work for injured employees including the identification of positions that are suitable for rehabilitation placements.
17. Attend WHS Committee meetings if and when required.
18. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position

I have read and understand the above position description, Leadership Competencies (L1) and WHS Responsibility Statement (Schedule S2)					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	

Last updated: 16 January 2023