

Asset Capitalisation Accountant POSITION DESCRIPTION



Position Number:	3945
Department:	Regional Services
Section:	Infrastructure Planning
Unit:	Assets & GIS
Position Status:	Fixed Term Full Time
Classification:	Level 5 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	Senior Asset Capitalisation Accountant
Revised:	February 2024

General Position Statement

This position supports Council's direction by ensuring asset accounting functions are completed in accordance with the relevant Accounting Standards, Local Government Regulations, and Council policies and procedures.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Independently process the financial actions related to capital and contributed works including additions and disposals in the corporate asset management system, ensuring appropriate approvals and documentation is prepared based on the various types of assets.
- Develop, refine and maintain monthly capital status reports and relevant asset reports as required to assist with reviews, investigations and asset management.
- Assist with the preparation and review of asset data for asset revaluations; including taking an active role in data integrity checks, unit rate and movement reviews and the preparation of required reports.
- Independently coordinate approvals and process approved changes from asset information forms as required in the corporate asset management system.
- Proactively work with others to improve the integrity of Council's Asset data including the development and review of potential solutions.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

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Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Proven relevant experience in financial accounting, management accounting or asset financial accounting, with a preference for experience within a large and diverse organisation.
- Demonstrated experience in data analysis and in the use and development of financial management and reporting systems.
- Proven relevant experience and knowledge in the Asset Management field with an understanding of management principles and practices as they relate to Local Government.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Demonstrated ability to effectively operate Council's computer systems including R1 (Finance, Assets, Works Management and ECM), Pathways, Aurion, GeoCortex and the MS Office Suite.

Qualifications

- Degree qualifications in Business (accounting or related discipline).

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council. *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

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Additional Requirements

- Ability to work in an office environment.
- Ability to legally operate a motor vehicle under a “C” Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	