

Assets Accountant

Finance Services

Position number	00024808
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 6
Reports to	General Ledger, Assets and Leasing Team Leader (Level 7)
Direct reports	Senior Fixed Assets Officer (Level 4) Finance Officer (Level 3)

Context

The Business and Customer Services (BCS) Directorate supports the objectives and outcomes of clients by providing value for money corporate services through skilled and motivated people. The BCS aims to deliver services within an environment of standardised systems and processes.

The Finance Services Branch provides accounts payable, accounts receivable, maintenance of the Department's asset registers, credit card management, lease administration, debt recovery, general ledger and taxation services.

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Key responsibilities

Specialist Services

- Manage the Department's asset portfolio and accounting in the Finance System, including buildings, land and land improvements.
- Provide comprehensive information and advice to stakeholders regarding policy, best practice trends, and issues relevant to assets and lead governance related to asset policy development and maintenance.
- Resolve complex process-related issues.
- Manage the asset stocktake processes to ensure assets are tracked and recorded accurately in line with Accounting Standards.
- Administer the Asset business rules and setup and establish, approve and communicate rules for capitalisation, management and depreciation.
- Manage the pre-rollover process for the assets system(s), including review and approval of summary documentation, provision of external reporting details and the release of standard management reports.

- Participate in closing of the financial period for end-of-year and month for the assets system(s), including depreciation.
- Oversee Quantity Surveyor Process and validation of information against asset register for buildings and land improvements.
- Manage the reconciliation of the Capital Works accounts and associated general ledger accounts, including the investigation and analysis of variances to resolve issues.
- Undertake all activities related to the management and maintenance of the Department's Land Register.
- Responsible for the Revaluation Process and implementing policy and operational changes, including identifying efficiencies, audit coordination, process definition and other ongoing requirements.
- Review and approve write off assets processes, ensuring compliance with Department policies and procedures.
- Provide information to audit in a timely manner.
- Maintain a contemporary knowledge base relating to the team's deliverables.

Branch Support

- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Education Business Services goals and facilitates accomplishment of designated roles and deliverables.
- Represent the Branch, as required, on Directorate committees and working parties.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Department policy.
- Contribute to change management projects relevant to the Branch.
- Establish and maintain effective working relationships with internal and external stakeholders, including representing the Department in meetings related to leasing.
- Provide assistance and support for special projects, as required.
- Provides leadership and advice to staff within the Branch.
- Provide backfill to General Ledger, Assets and Leasing areas as required.

Customer and Stakeholder Support and Liaison

- • Contribute to the delivery of a coordinated financial accounting service by facilitating functional integration with other work-streams.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders to ensure access to diverse specialist knowledge.

Selection criteria

Job specific criteria

1. Demonstrated well developed skills and practical knowledge relating to assets, including proven ability to provide high-level advice on and interpretation of complex issues related to asset management and accounting.
2. Demonstrated well developed knowledge and experience in applying the Financial Management Act, Regulations and Treasurer's Instruction, financial legislation, the Australian Accounting Standards and government policies related to asset management and accounting.

Capability criteria (see the Education Business Services, Department of Education Learning and Growth Framework for more detailed information)

3. Demonstrated ability to think strategically by evaluating information to draw accurate conclusions and make evidence-based recommendations whilst engage others in change processes and providing clear guidance and coaching.
4. Demonstrated ability to achieve results by initiating developing and monitoring team workplans and goals whilst allocating tasks taking into account strengths, capacity and capability.
5. Demonstrated ability to communicate and influence by explaining and discussing complex concepts and instructions clearly and writing persuasively in a range of styles and formats to suit the intended audience.
6. Demonstrated ability to exhibit professionalism and drive by ensuring that personal and team actions are focused on achieving organisational goals whilst being ethical, professional, motivated and demonstrating probity for others to follow.
7. Demonstrated ability to build and sustain productive relationships by creating a supportive and cooperative team environment, maintaining relationships with key customers and defining roles, responsibilities, expected behaviours and outputs.

Eligibility and training requirements

Employees will be required to:

- hold a relevant Tertiary qualification in finance, accounting, commerce or business
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 21 February 2025
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