



Asset Accounting Officer

Branch:	Assets and Taxation
Directorate:	Finance and Procurement Services
Position Number:	00027849
Classification:	Level 5
Physical Location:	Perth (William Street)
Award/Agreement:	Public Service Award & Public Sector CSA Agreement 2024

Our purpose: Empowering a thriving community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



COLLABORATION

Working **together**,
we get things done.



WELLBEING

Looking after **ourselves**
and supporting **others**.



ADAPTABILITY

Always open to
possibilities.



ACCOUNTABILITY

Taking ownership,
we **deliver**.

Overview of the directorate

The Finance and Procurement Services Directorate provides the Department of Transport (DoT) with:

- Forward-looking analysis of Department of Transport priorities and opportunities to promote investment decision-making which is in the public interest.
- Coordinated corporate resource allocation and financial performance, management of the budget process and key linkages with Department of Treasury, financial and risk evaluation of resource proposals and positioning of Transport's balance sheet, operating costs and cost recovery framework.
- Strategic coordination of procurement, fleet, lease management services and related policy advice.
- The financial governance framework of Transport, administration of financial accounting systems and information including processing of transactions, asset accounting, development accounting policy and process, assessment of indirect tax compliance and production of external financial reports.

Overall purpose of the role

As a member of the Accounting Services Branch, the position is responsible for ensuring that all asset accounting transactions are undertaken in accordance with Departmental policies and comply with Australian Accounting Standards and Treasurer's instructions. Provides consultancy services to Departmental officers on financial, operational and administrative asset accounting related matters.

Work description

Accounts for the Department's capital projects, including expenditure incurred during the year, assets commissioned and amounts expensed or transferred, relating to Construction in Progress.

Accounts for the Department's leased assets, including interest and depreciation expenses, maintaining and recognising lease liabilities and the corresponding right of use assets.

Ensures asset accounting transactions are undertaken in accordance with Departmental policies and comply with Australian Accounting Standards and Treasurer's instructions.

Provides consultancy services including advice, training and support to Departmental officers on financial, operational and administrative asset accounting related matters.

Prepares asset related financial information in consultation with internal stakeholders for internal and external reporting requirements.

Assists with the development and implementation of asset accounting policies, procedures and standards on asset recording and reporting including reviews of compliance with policies across the Department.

Ensures the Asset Accounting Manual is updated and maintained in accordance with Departmental policies, Australian Accounting Standards and Treasurer's instructions.

Maintains close liaison with key agency contacts and staff of relevant agencies, as appropriate, on asset accounting and financial reporting matters.

Performs month/year period end close processes relating to asset accounting including asset revaluations.

Assists with the review of amortisation and depreciation rates for assets including making recommendations for any changes.

Assists with the impairment testing and accounting for assets.

Prepares reconciliations as required.

Assists with the set-up of the asset accounting related modules of the financial system and ensures any modifications are appropriately tested and documented.

Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

1. Tertiary qualification in accounting or a related field and full membership of or progress towards full membership of CA ANZ or CPA Australia.
2. Significant asset accounting experience in a large, complex organisation and experience in the application of Australian Accounting Standards with a focus on asset accounting.
3. Well developed communication and interpersonal skills with the ability to consult and liaise with a diverse range of stakeholders in a variety of contexts.
4. Well developed analytical skills and the ability to provide effective solution based outcomes to complex problems within an accounting environment.
5. Organisational skills with experience in managing priorities and meeting deadlines.
6. Ability to work independently and as part of a team.

DESIRABLE:

1. Attained professional designation, or progress towards achieving professional designation, from an Australian professional accountancy body.

Reporting relationships

Director Accounting Services, Level 8



Manager Assets and Taxation, Level 7



This Position

Nil

Allowances/Special conditions

1. A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.

Certification

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

**Executive Director
People and Culture**