



## Senior Fixed Assets Officer

### Finance Services

<b>Position number</b>	00019776
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Assets and Leasing Accountant (Level 6)
<b>Direct reports</b>	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.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

##### Specialist Services

- Maintain the central asset register, ensuring compliance with financial legislation, accounting standards, policy and procedures.
- Coordinate and manage other aspects of the financial asset function for the Department, which includes records purchases, transfers, disposals and depreciation in accordance with accepted accounting practice.
- Evaluate asset write-off requests and recommend appropriate action.
- Provide advice on policy and procedural issues.
- Coordinate annual stocktake of financial assets and public property items within the Department, including reconciling listings of stocktakes and follow up missing items.
- Undertake quarterly reconciliation of transportables.
- Undertake periodic reconciliation of the asset register to the general ledger and follow up on any discrepancies.
- Conduct research and analysis and recommend options to meet both client and user needs to enhance informed decision-making and to improve work processes.
- Investigate variances resulting from the reconciliation process and ensure corrective action is implemented.

- Assist in developing a framework to enable effective dissemination and use of financial asset information and knowledge for clients across the Department.
- Contribute to developing policies, standards and work practices in relation to the operations of the Accounting Section.
- Develop, implement and monitor policies, procedures and guidelines related to the Department's financial assets to enable customer-focused service delivery.

### **Branch Support**

- Provide leadership and advice to staff within the Branch. 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.
- 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.
- Ensure business processes and policies are documented and maintained in accordance with Department and legislative requirements and established benchmarks and performance indicators are monitored.
- Contribute to change management projects relevant to the Branch/Directorate and wider Education Business Services.
- Provide support in the development of operational policies, procedures and guidelines.
- Provide support and assistance with project initiatives in the Branch as required.
- Represent the Branch, as required, on Directorate committees and working parties.

### **Customer and Stakeholder Support and Liaison**

- Provide quality advice and support to manage and respond to queries, ensuring compliance with legislation.
- Consult effectively with stakeholders to identify issues associated with accounting policies, support and business processes.
- Assist with training end-users on the use of the Branch's systems.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

### **Selection criteria**

#### **Job specific criteria**

1. Demonstrated knowledge and experience in the application of legislation; including Goods and Services Tax, Fringe Benefits Tax, the Financial Management Act and Treasurer's Instructions; government accounting policies and procedures and the Australian Accounting Standards pertinent to the custody, control and management of assets.
2. Demonstrated skills in developing, implementing and monitoring policies, procedures and guidelines and the use of spreadsheet and database systems in relation to financial assets.

**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 researching, analysing and applying information to complete tasks whilst supporting team members in managing uncertainty and change.

4. Demonstrated ability to achieve results by successfully planning and coordinating work activities whilst contributing to the allocation of responsibilities and resources and the development of team workplans and goals.
5. Demonstrated ability to communicate and influence by clearly communicating instructions and technical information, seeking input from others and resolving issues in discussion with other staff and stakeholders.
6. Demonstrated ability to exhibit professionalism and drive by successfully taking ownership of tasks and processes that you oversee, exercising delegations responsibly, adapting skills to new situations and embracing challenges.
7. Demonstrated ability to build and sustain productive relationships by assisting, supporting and motivating others, resolving complex customer issues, identifying trends in customer service needs and suggesting improvements.

### **Eligibility and training requirements**

Employees will be required to:

- 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            27 November 2024  
Reference    D24/0898005