



POSITION DESCRIPTION

TITLE	Finance Officer (Asset Officer)
DEPARTMENT	Financial and Administrative Services
AWARD	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD / LEVEL	LGOA Level 3.1 – 5.3
REPORTING OFFICER	Finance & Administrative Services Manager
DELEGATIONS	As per Councils Register of Delegations

ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behavior, reinforcing our relations with each other and our community.

<u>COMMUNICATION</u>	We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community
<u>FUN</u>	We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.
<u>POTENTIAL</u>	We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.
<u>COURAGE</u>	We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional
<u>SAFETY</u>	We think, act & promote safety – Safety isn’t a slogan it is a way of life.
<u>COMMITMENT</u>	We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

DEPARTMENT SUMMARY

A skilled and valued workforce that is motivated to consistently deliver high levels of service in a safe and efficient manner. Ensuring all Governance outcomes are delivered in line with Council’s operational and corporate plans and continue to manage finances in a responsible and sustainable manner.

OBJECTIVES

The objective of this position is to provide support to implement and maintain Council’s asset management system and plan functions within the department.

KEY RESPONSIBILITIES

Asset Management

- Maintain the asset management information system with up-to-date accurate information relating to Council’s assets, including conducting and managing programs to improve this information.

- Support regular Asset condition assessments through the provision of technical advice and data processing services to ensure the outputs of condition assessments are relevant, accurate and integrated into the asset management system in a timely manner.
- Assist in the development of standardised defect and condition auditing procedures and the implementation of defined maintenance standards for all asset groups.
- Perform periodic inspection and stock take of Plant & Equipment and Other Council Non-Current Assets as scheduled.
- Liaise with other departments to ensure that assets are adequately secured.
- Ensure the efficient and effective revaluation of Council Assets.
- Ensure the ongoing development, review and update of asset management plans for all asset classes.
- Contribute procedures and data capture activities to support a consistent approach to asset management, including ongoing condition and defect inspections and updates to asset management plans.
- Assist in the ongoing operation and development of the asset management system and practices across Council including reporting and analysis.
- Assist with the closing out of projects.
- Collaborate with Council staff and assist with asset revaluation, capitalisation, disposal and movements.
- Maintain ArcGIS System for Council Assets
- Undertake field work in the acquisition of asset data as required.

Administration and Other General Duties

- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.
- Assist with the monitoring and reconciling Job cost accounts with General Ledger.
- Assist with preparation of Monthly Reports
- Update procedures, checklist and action plans as required.
- Assist in the provision of other administrative support including answering phones, front counter enquiries and other general clerical support duties;
- Perform ad hoc duties within the Financial & Administrative Services Department relevant to skills and qualifications.

Workplace Health and Safety

- All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.

REQUIREMENTS OF THE POSITION

NECESSARY SKILLS & EXPERIENCE (SELECTION CRITERIA):

(R) - Required / (D) - Desirable (training could be provided)

- Demonstrated experience with asset management as it relates to local government. **(R)**
- Demonstrated working knowledge of asset-related finance concepts – depreciation, revaluation etc. **(R)**
- Communicate effectively between all departments and levels to deliver council financial functions within required timeframes **(R)**

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- High level of organizational skills and the ability to prioritize work **(R)**
 - Good interpersonal skills including telephone and customer service skills **(R)**
 - High level written and verbal communication skills **(R)**
 - Knowledge & thorough understanding of Council financial Policies and Procedures **(R)**
 - Have the knowledge or ability to acquire knowledge of Council's accounting system (Practical +) **(R)**
 - Sound knowledge of financial procedures **(R)**
 - Ongoing training necessary to maintain competencies in required areas and to be familiar with current and impending statutory changes and general training to ensure proficiency **(R)**
 - Proven work experience as a Finance Officer or similar role **(D)**
 - Cert III or higher in a Financial Qualification **(D)**
- Class "C" Driver's License **(D)**

DUTY OF WORKERS

While at work, a worker must:

- a) Take reasonable care for his or her own health and safety; and
- b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- d) Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

DUTIES OF WORKER USE PPE

- 1) This section applies if a PCBU provides a worker with PPE.
 - 2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.
 - 3) The worker must not intentionally misuse or damage the equipment.
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