



Treasury and Asset Accountant

Section: Financial Services

Salary point: 16

Position number: PSC172

Last updated: January 2025

Position objectives

This position acts as a trusted advisor to provide guidance and partner with various internal and external stakeholders on financial matters. This position leads the development, maintenance and management of PSC's fixed asset register, significantly contributes to the completion of the financial statements and provides guidance and support for treasury activities such as investing and cash flow.

PSC values



Respect: Creating a unique, open and trusting environment

Integrity: Being honest and taking responsibility for our actions

Teamwork: Working together as one Council to support each other

Excellence: Improving the way we work, to meet future challenges

Safety: Providing a safety focused workplace culture

Key responsibilities

- **Development, maintenance and validation of Council's financial fixed asset register** - Including capitalisation of assets, updating asset condition ratings, processing of disposals and depreciation, reconciliation and preparation of reports to meet Councils statutory reporting processes. Compilation, maintenance and ongoing development of Councils financial fixed asset register in accordance with Australian Accounting Standards, the Office of Local Governments Code of Accounting Practice and Financial Reporting, and other relevant statutory requirements
- **Asset valuations** - Engagement of internal and external specialist, verification of data against relevant systems and calculation of revaluation movements including the input of data into Council's fixed asset register and conduct analytical reviews and reconciliations

- **Representative on Corporate Asset Management System** - Consultation with the Facilities and Infrastructure Directorate, including maintaining proactive management and ongoing development of systems and processes
- **Annual Financial Statements, Fees and Charges, and Statutory Returns** - Preparation of information for Council's financial statements in accordance with Australian Accounting Standards, Office of Local Government Code of Accounting Practice and Financial Reporting and other relevant statutory requirements
- **Management of Council's banking relationships** - Liaise with banking and investment providers and develop ongoing ethical relationships to enable performance benchmarking and deliver value for money outcomes
- **Management of Council's Investment portfolio** - Preparation of short-term and long-term cash flow projections to maximise investment returns while ensuring sufficient working capital for operational requirements. Provide recommendations on suitable financial products to ensure optimal investment of surplus funds which remain in compliance with laws and regulations, and Council policy
- **Management of Council's debt portfolio** – Execute and co-ordinate external loan tender processes and analyse and evaluate loan tender submissions in accordance with legislation, regulations and policy requirements
- **Monitoring of Key Economic Indicators** - Review and analysis of key economic indicators and trends for investment and loan portfolio management for Council's long term financial plan

Key accountabilities

- Provide specialist service, advice and direction, in consultation with other professional staff, to aid the completion of assignments and/or projects, which have elements of complexity
- The role provides strategic advice that affects the overall direction of the Council

Extent of authority

- Coordinates a number of key projects involving people and other resources requiring project control and monitoring skills
- Decisions are generally made within the scope of established procedures and guidelines. The position is required to use discretion and individuals are responsible for critically analysing financial information before supplying to various stakeholders
- Required to develop, implement and review policy and procedures

Judgement and decision making

- The range of options can be imprecise and require an amount of inventiveness to depart from or adapt accepted practices and procedures
- Position is challenged by changing customer requirements, statutory requirements, market needs or technological demands requiring interpretation of operating policies in order to determine an appropriate and efficient course of action
- A variety of objectives must be analysed before choices can be made

Skills, knowledge and capacity

Organisational

- Problem resolution occurs with existing organisational or professional knowledge and experience
- Demonstrated financial analytical skills and their application to running of a multi-faceted business
- Demonstrated ability to use a variety of reporting tools / methods

Interpersonal

- Provide independent and professional support and advice to effectively manage finance and accounting support for the organisation

Qualifications and experience

- Tertiary qualifications in an accounting discipline with several years' experience in Local Government accounting
- CA/CPA or equivalent professional qualification.
- Sound understanding of working in an environment with a diverse workforce with complex financial goals and constraints
- Demonstrated high level of skill in Microsoft Excel, MS Query, Authority General Ledger and Project Costing modules
- Demonstrated competency in BIS and Authority modules Purchasing, Accounts Receivable, Accounts Payable, Plant and Receipting at enquiry level
- Experience with project management, database software and data analytical software, such as Power BI

Capability Framework level: Advanced

Personal attributes	Relationships	Results	Resources
<ul style="list-style-type: none">• Manage self• Displays resilience and adaptability• Act with integrity• Demonstrate accountability	<ul style="list-style-type: none">• Communicate and engage• Community and customer focus• Work collaboratively• Influence and negotiate	<ul style="list-style-type: none">• Plan and prioritise• Think and solve problems• Create and innovate• Deliver results	<ul style="list-style-type: none">• Finance• Assets and tools• Technology and information• Procurement and contracts

Position description approval

Employee

Date