

Position Description

POSITION TITLE: Finance Officer - Assets	REPORTS TO: Manager Financial Services
Classification: Band 2	
ORGANISATIONAL CONTEXT	
<p>Lower Murray Water (LMW) operates along the Murray River, from Kerang to the South Australian border, in the municipalities of Gannawarra, Swan Hill and Mildura. We provide this extensive region with urban water and sewerage treatment, supply and disposal; river quality water for stock and irrigation; and collection and disposal of subsurface irrigation drainage. Our goal is to contribute to the economic, social and cultural development of our region and its many communities with environmentally responsible and sustainable water management.</p>	
PRIMARY OBJECTIVES	
<p>The primary role of the Finance Officer - Assets is to maintain the Corporation’s Fixed Asset Register (inclusive of Small Plant and Equipment), accurately and on a timely basis, run depreciation on a monthly basis to ensure timely and accurate inputs for monthly financial reports, maintain and reconcile the Fixed Asset Register to the General Ledger and Capital Works Ledger.</p> <p>The Finance Officer - Assets will be required to project manage and implement Fixed Asset Revaluations, as well as reconcile and update the Fixed Asset Register, strive to achieve excellent standards of service to internal and external customers and to enable the Corporation to meet regulatory requirements and accountabilities.</p> <p>As the Finance Offer - Assets you will work effectively as a member of a skilled team, undertaking a multitude of tasks that requires self-motivation, analytical skills, flexibility and autonomy and the ability to problem solve.</p>	

KEY ACCOUNTABILITIES		
KEY RESULT AREA	MAJOR ACTIVITIES	PERFORMANCE INDICATORS
Leadership	<ul style="list-style-type: none"> Promotion of a culture that encourages risk discussions by integrating Risk Management into normal business practices. Provide expert advice and guidance to LMW staff on matters related to the Asset policy and procedures. Contribute to internal and external audits as required Management and coordination of annual reporting for assets 	<ul style="list-style-type: none"> Ability to manage and develop performance effectively to meet deadlines Ensure timely review and documentation of procedures within areas of primary objectives with role as custodian. Corrective actions relating to assets identified in audits are actioned directly and indirectly as per agreed timeframes. Reports are accurate and provided in a timely matter Policies/procedures are in line with Victorian Government requirements
Customer	<p>Internal:</p> <ul style="list-style-type: none"> General Managers All Managers All Staff that purchase or dispose of LMW owned assets <p>External:</p> <ul style="list-style-type: none"> Other Municipalities and Water Authorities, Statutory Authorities, Australian Taxation Office, Internal and External Auditors. Visiting Consultants 	<ul style="list-style-type: none"> Demonstrate strong professional working relationships with both internal and external customers. Provide exceptional customer service to internal customers and assistance as required to external customers. Active participation in team meetings and providing open, regular communication and updates on business-as-usual activities, projects updates and other opportunities.

KEY ACCOUNTABILITIES		
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Safety	<ul style="list-style-type: none"> Active participation in safety meetings, training and other requirements determined by the LMW's OH&S management system. Support the safety-first culture in the organisation. Participate in LMW safety activities and initiatives. Contribute to LMW providing a safe workplace that is free of harm from all forms of bullying, harassment and discrimination. Investigate/Report all hazards / incidents / injuries within areas of responsibility. 	<ul style="list-style-type: none"> Compliance with OH&S Policy. Demonstrate behaviours that promote safe work practices and respect for all employees. Work behaviours promote safe work practices and respect for all staff members. Completion of mandatory safety surveys, training and awareness.
Efficiency	<ul style="list-style-type: none"> Prepare required tax schedules relative to this area for annual tax return. Ensure the maintenance of the Corporation's Fixed Assets Register on a continual basis by processing asset purchases, sales, disposals and depreciation charges on all, the basis as determined and required. Reconcile asset register to General Ledger on a monthly basis. Accurately record capital expenditure in a timely manner. On a monthly basis prepare reports on capital works budget and actual. Analyse completed developer constructed works and accurately process. Perform financial asset reconciliations and integrity data reports to satisfy audit. Project manage revaluation process when required. Rebuild Asset Register after revaluation sign off complete. Ensure the asset accounting inputs are prepared and provided to Manager Financial Services for inclusion in the annual accounts, including supporting documentation for external audit. 	<ul style="list-style-type: none"> Provide exceptional customer service to all internal and external stakeholders of the Corporation. Participate in team meetings as required, encouraging open and regular communication. Be well versed in LMW policies with commitment to ensuring they are implemented by self and others. Comply with the Code of Conduct for Victorian Public Sector employees. Show initiative and be open to opportunities for change while working towards LMW's goals and strategies. Understand organisational culture, interact with people and approach tasks in a way that delivers a constructive style of culture. Represent the Corporation professionally at all times. Preparedness and capacity to undertake further courses of study, annual awareness sessions, and/or identified mandatory professional development programs or training relevant to the position as necessary.

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KEY RESULT AREA	MAJOR ACTIVITIES	PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> • Reconciliation of accounting to tax asset bases. • Preparation of applicable tax schedules. • Provide support to the Accounts Payable Officer with processing specific enquiries and requests. • Assist as required with processing and review of Purchasing Card transactions. • Report writing from the relevant databases. • Prepare Electricity imports for processing in Accounts Payable. • Process Budget Change Requests. • Process end of month Electricity and AP accrual journals. • Understand and adhere to Australian Accounting Standards and Financial Reporting Directives from the Department of Treasury and Finance. • Create and maintain Motor Vehicle/Plant numbers in the MV Chart in the General Ledger. • Create and maintain Motor Vehicle yearly budget pack to ensure correct motor vehicle costings. 	<ul style="list-style-type: none"> • Report to work as scheduled with a willingness to work flexible hours according to business needs. • Other allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.
Capital	<ul style="list-style-type: none"> • Prepare and present financial reporting as required by Management. • Manage accounting for assets in line with accounting standards and all relevant legal and regulatory requirements • Reconcile of Capital Works Ledger accounts to the Balance Sheet. • To assist the Manager Financial Services to accurately maintain the Corporation's financial requirements in relation to fixed assets. 	<ul style="list-style-type: none"> • Provide accurate, timely and practical specialist financial services and advice on all aspects of Fixed Assets, including policy and procedural issues to all key project stakeholders. • Coordinate and ensure the Fixed Asset Register maintained. • Accurate register of Fixed Assets.

LEVEL OF AUTHORITY
Delegation Category NIL as per the current Instrument of Delegation.
NUMBER OF REPORTS
Direct Reports: <ul style="list-style-type: none"> • NIL Indirect Reports <ul style="list-style-type: none"> • NIL
SKILLS AND BACKGROUND REQUIREMENTS
<p>Formal qualifications:</p> <ul style="list-style-type: none"> • Appropriately qualified with academic degree(s) or diploma(s) in accounting with demonstrated work experience in the finance sector or extensive relevant experience in a medium/large sized organisation. • Substantial experience and detailed practical knowledge in the administration of asset registers and asset management plans. • Demonstrated knowledge of accounting principles and procedures. • Advanced computer skills, particularly in databases and applications such as spreadsheets. • Ability to set priorities, plan and organise work to satisfy organisational objectives. • A high level of written, oral communication and negotiation skills, and the ability to work as part of a team. <p>Leadership:</p> <ul style="list-style-type: none"> • Demonstrated experience in a similar role in a service driven environment • Ability to work independently, solution and results focused, self-directed • Ability to operate as part of a team and effectively contribute to the team's objectives and strategies • Capacity to impart your skills and knowledge to others <p>Customer:</p> <ul style="list-style-type: none"> • Interpersonal, communication and influencing skills and the ability to create trust and confidence with internal and external customers • Develop meaningful, trusted and collaborative relationships with staff at all levels

- Analytical and problem solving skills and the ability to work as part of a broader high functioning team
- Ability to handle complex and challenging situations in a professional manner

Safety:

- An understanding of safety management systems and the ability to lead by example to support a safety-first culture

Efficiency:

- Working knowledge and experience in IT systems
- Excellent time management skills
- Demonstrated skills in data entry, reviewing, checking and auditing data with excellent attention to detail
- Sound communication skills with the ability to produce concise documents with attention to detail

Compliance Requirements:

- Driver's license
- Compliance with a criminal background checks where required
- Confirmation of fitness for work
- Proof of Vaccination in accordance with Chief Health Officer Directions and LMW's Vaccination Policy or a valid medical contraindication

SIGNATURES: We certify that the content of this position description is accurate:

Position holder:

Date:

Signature:

General Manager:

Date:

Signature:

Managing Director:

Date:

Signature: