Role Description
Fixed Assets Accountant

Cluster | Transport
Agency | Transport for NSW
Division/Branch/Unit | Corporate Services/Transport Shared Services
Role number | TBC
Classification/Grade/Band | Grade 7
ANZSCO Code | 221111
PCAT Code | 1433231
Date of Approval | 07 April 2020
Agency Website | www.transport.nsw.gov.au

Agency overview
At Transport, we’re passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we’re delivering the largest infrastructure program Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centers and regions. At Transport, we’re also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

Primary purpose of the role
The primary purpose of the role is to provide fixed assets accounting services cross all aspects of the fixed asset lifecycle including acquisition, maintenance, depreciation and disposal of assets. The role works in a team environment, assisting and complementing the work of others in the fixed assets accounting team, working closely with a range of stakeholders and ensuring the provision of timely and effective fixed asset accounting services, that comply with legislation, policy and accounting standards.

Key accountabilities
- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers.
- Ensure timely and accurate completion of complex and escalated fixed assets requests.
- Proactively identify and rectify more complex outstanding fixed asset related items through collaboration with TfNSW Centre of Excellence (CoE) and finance teams in TfNSW operating entities.
- Work in partnership with Cluster Agencies, Government Statutory bodies and CoE in developing sound and effective process and internal control in managing fixed assets accounting that meet organisational ever changing needs and legislative requirements.
• Provide advice on fixed assets accounting and systems innovations to contribute to the efficiency, seamless financial management practices to the Cluster Agencies
• Communicate with stakeholders in a courteous way, demonstrating a willingness to assist and a commitment to providing high-quality service
• Achieve the required shared services performance levels in terms of customer satisfaction, risk management, efficiency and effectiveness of fixed asset services provided.
• Contribute to a culture of knowledge and information sharing, and continuous learning in the team, contributing to ongoing improvements to fixed assets accounting processes, standard operating procedures (SOPs), systems and the knowledge base.

Key challenges

• Building productive working relationships with TfNSW COE as well as TfNSW divisions and operating entities to ensure that their fixed assets requirements are met.
• Completing high-volume processing, maintenance and reports in line with standard operating procedures (SOPs), within scheduled time constraints, and that may require input across multiple stakeholders
• Providing recommendations for the improvement of fixed assets accounting systems and processes including reducing duplication, increasing standardisation, leveraging technology solutions, and fostering and sharing innovation.

Key relationships

<table>
<thead>
<tr>
<th>Who</th>
<th>Why</th>
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<tbody>
<tr>
<td><strong>Internal</strong></td>
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</table>
| Manager Fixed Assets Accounting          | • Escalate issues and keep informed on matters that impact Fixed Assets Accounting  
                                           | • Make recommendations regarding improvements, opportunities to improve procedures, and meeting service standards  
                                           | • Provide advice, contribute to decision making and ensure alignment with broader strategies and corporate plans |
| **Other TSS Finance teams:**             |                                                                      |
| Accounting Operations, Tax Accounting,   | • Exchange information, provide assistance and support              |
| Payroll Accounting, Month-end Accounting,| • Work in a collegiate manner and resolve issues                      |
| Service Centre Finance teams.            | • Provide advice and guidance.                                      |
|                                          |                                                                      |
| **TfNSW Centre of Excellence**           | • Exchange information; provide assistance and support              |
|                                          | • Work in a collegiate manner and resolve system related issues      |
|                                          | • Seek advice and guidance on system related issues.                |
| **TfNSW Finance and Investment**         | • Provide fixed assets accounting services                          |
|                                          | • Seek advice and provide feedback on TfNSW and Cluster             |
Who | Why
--- | ---
Finance teams in TfNSW divisions and operating entities | Provide fixed assets accounting services

External

| Why |
---
NSW Audit Office | Provide information as part of the financial audit
Ensure compliance with the Australian Accounting Standards and Treasury guidance.

Government bodies | Provide information when required
Ensure compliance with the statutory obligations.

Role dimensions

Decision making
Per delegations for the role

Reporting line
The role reports directly to the Manager Fixed Assets Accounting

Direct reports
This role has no direct reports.

Budget/Expenditure
Per delegations of the role

Key knowledge and experience

- Tertiary qualifications (Accounting, Commerce or related discipline) and full membership of a recognised professional accounting body.
- Demonstrated experience in providing fixed assets accounting services in a large and complex organisation with high transaction volume.
- Experience with and sound understanding of relevant legislation, accounting standards, regulations and commercial accounting practices relating to government organisations.
- Sound organisational skills including the ability to prioritise workload and meet tight deadlines
- Ability to investigate and resolve fixed assets accounting and reporting issues in a systemic way, driving continuous improvement outcomes
- Demonstrated ability to work collaboratively with internal/external stakeholders and resolve queries with regards to fixed assets reporting requirements.
- Advanced ability to communicate clearly, concisely and appropriately both orally and in writing
Capabilities for the role

The NSW public sector capability framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into focus capabilities and complementary capabilities.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.
## Focus Capabilities

### Act with Integrity

- Be ethical and professional, and uphold and promote the public sector values

- Represent the organisation in an honest, ethical and professional way and encourage others to do so
- Act professionally and support a culture of integrity
- Identify and explain ethical issues and set an example for others to follow
- Ensure that others are aware of and understand the legislation and policy framework within which they operate
- Act to prevent and report misconduct and illegal and inappropriate behaviour

### Communicate Effectively

- Communicate clearly, actively listen to others, and respond with understanding and respect

- Tailor communication to diverse audiences
- Clearly explain complex concepts and arguments to individuals and groups
- Create opportunities for others to be heard, listen attentively and encourage them to express their views
- Share information across teams and units to enable informed decision making
- Write fluently in plain English and in a range of styles and formats
- Use contemporary communication channels to share information, engage and interact with diverse audiences

### Work Collaboratively

- Collaborate with others and value their contribution

- Encourage a culture that recognises the value of collaboration
- Build cooperation and overcome barriers to information sharing and communication across teams and units
- Share lessons learned across teams and units
- Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
- Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services

### Plan and Prioritise

- Plan to achieve priority outcomes and respond flexibly to changing situations

- Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work
- Initiate, prioritise, consult on and develop team and unit goals, strategies and plans
<table>
<thead>
<tr>
<th>Capability group/sets</th>
<th>Capability name</th>
<th>Behavioural indicators</th>
<th>Level</th>
</tr>
</thead>
</table>
| circumstances         |                | - Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses  
- Ensure current work plans and activities support and are consistent with organisational change initiatives  
- Evaluate outcomes and adjust future plans accordingly |       |
|                       |                |                         |       |
| Demonstrate           | Accountability | - Assess work outcomes and identify and share learnings to inform future actions  
- Ensure that own actions and those of others are focused on achieving organisational outcomes  
- Exercise delegations responsibly  
- Understand and apply high standards of financial probity with public monies and other resources  
- Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others’ health and safety  
- Conduct and report on quality control audits  
- Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks | Adept |
|                       |                |                         |       |
| Finance               |                | - Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures  
- Understand the impacts of funding allocations on business planning and budgets  
- Identify discrepancies or variances in financial and budget reports, and take corrective action  
- Know when to seek specialist advice and support and establish the relevant relationships  
- Make decisions and prepare business cases, paying due regard to financial considerations | Adept |

Occupation specific capability set

Role Description: Fixed Assets Accountant
## FOCUS CAPABILITIES

<table>
<thead>
<tr>
<th>Capability group/sets</th>
<th>Capability name</th>
<th>Behavioural indicators</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Accounting and Statutory Reporting</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>$</td>
<td>Finance</td>
<td></td>
<td>Level 2</td>
</tr>
</tbody>
</table>

Apply and comply with accounting standards, legislation and specific organisational policies, standards and protocols, and implement effective statutory and other external reporting requirements

- Interpret relevance of legislation* (e.g. PFA Act), accounting policy and guidelines applicable to own responsibilities
- Define data validation and verification standards to be applied to preparation and approval of reconciliations
- Implement accepted compliance requirements and prepare necessary financial statements, information and schedules required by regulatory agencies
- Prepare and explain standard financial statements, variance reports, treasury and other specialised reports accurately and efficiently
- Provide financial accounting advice to support the accuracy of data upon which management decision making depends
- * PFA Act refers to Public Finance and Audit Act 1983 and Public Finance and Audit Regulation 2010

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.
## COMPLEMENTARY CAPABILITIES

<table>
<thead>
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<th>Description</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Attributes</td>
<td>Display Resilience and Courage</td>
<td>Be open and honest, prepared to express your views, and willing to accept and commit to change</td>
<td>Intermediate</td>
</tr>
<tr>
<td></td>
<td>Manage Self</td>
<td>Show drive and motivation, an ability to self-reflect and a commitment to learning</td>
<td>Intermediate</td>
</tr>
<tr>
<td></td>
<td>Value Diversity and Inclusion</td>
<td>Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives</td>
<td>Intermediate</td>
</tr>
<tr>
<td></td>
<td>Commit to Customer Service</td>
<td>Provide customer-focused services in line with public sector and organisational objectives</td>
<td>Intermediate</td>
</tr>
<tr>
<td></td>
<td>Influence and Negotiate</td>
<td>Gain consensus and commitment from others, and resolve issues and conflicts</td>
<td>Intermediate</td>
</tr>
<tr>
<td>Relationships</td>
<td>Deliver Results</td>
<td>Achieve results through the efficient use of resources and a commitment to quality outcomes</td>
<td>Adept</td>
</tr>
<tr>
<td></td>
<td>Think and Solve Problems</td>
<td>Think, analyse and consider the broader context to develop practical solutions</td>
<td>Intermediate</td>
</tr>
<tr>
<td>Results</td>
<td>Technology</td>
<td>Understand and use available technologies to maximise efficiencies and effectiveness</td>
<td>Intermediate</td>
</tr>
<tr>
<td>Business Enablers</td>
<td>Procurement and Contract Management</td>
<td>Understand and apply procurement processes to ensure effective purchasing and contract performance</td>
<td>Intermediate</td>
</tr>
<tr>
<td></td>
<td>Project Management</td>
<td>Understand and apply effective planning, coordination and control methods</td>
<td>Intermediate</td>
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</table>

### Occupation specific capability set

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<tbody>
<tr>
<td>Financial Strategy, Governance and Risk Management</td>
<td>Establish effective and appropriate governance, assess the organisation's strategic financial position, and ensure effective investment and financing decisions</td>
<td>Level 2</td>
<td></td>
</tr>
<tr>
<td>Management Accounting</td>
<td>Provide high quality analysis and evaluation of financial and operational performance to inform management decisions, and to underpin effective budget formulation, forecasting and projections</td>
<td>Level 1</td>
<td></td>
</tr>
<tr>
<td>Audit and Assurance</td>
<td>Evaluate overall governance frameworks, financial and program information systems, and internal controls and practices to identify potential deficiencies or opportunities</td>
<td>Level 2</td>
<td></td>
</tr>
<tr>
<td>Taxation</td>
<td>Comply with taxation regulations and systems and implement effective taxation planning</td>
<td>Level 1</td>
<td></td>
</tr>
<tr>
<td>Finance Operations and Systems</td>
<td>Ensure appropriateness and reliability of financial information systems, and effective governance, cash management and controls over transactional processes</td>
<td>Level 2</td>
<td></td>
</tr>
<tr>
<td>Finance Business Partnering</td>
<td>Partner with key stakeholders, and provide expert professional advice, coaching and consulting expertise to ensure the effective alignment of financial management strategies and organisational objectives</td>
<td>Level 1</td>
<td></td>
</tr>
</tbody>
</table>