

## POSITION DESCRIPTION

### CO-ORDINATOR ASSET MANAGEMENT

#### POSITION OVERVIEW

The purpose of this role is to enable the operations of Barcaldine Regional Council to be carried out in an efficient, effective and economical manner, by providing timely and accurate financial information. The scope of the role includes: keeping the asset register up-to-date including annual revaluations; collaborating on the asset management plan; assisting in development of the annual budget; reporting to budget owners; monitoring and reporting on operational and capital expenditure; maintaining Job Costs register; annual insurance renewal program, and acquittals for capital grants and programs.

Employment Location:	Alpha/Jericho, Aramac/Muttaburra, or Barcaldine; Regional Work and travel as required.
Classification Level:	Salary to be negotiated with successful candidate.
Position Status:	Full Time Ongoing; Subject to Council's capacity to Pay, Funding and Employee Performance.
Accountable To:	Directly to the Manager Finance; Interacts with Senior Management Team and Support Staff; Other Stakeholders and Members of the Public; Work is performed under general supervision.
Supervisory Responsibility:	Supervision and direction of other employees may be required.

## **KEY RESPONSIBILITIES OF POSITION**

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The key duties and responsibilities include and are not limited to:

### **General responsibilities:**

- Take ownership of all aspects of accounting for Assets. This includes maintaining the asset register, depreciation, capitalisation and disposals, and reviewing policies and processes.
- Collaborate with Works and Engineering to keep the Asset Management Plan up-to-date.
- Accounting for Capital project programs across Council. This will include monitoring and reporting progress and managing timely close-out and capitalisation processes.
- Coordinate annual asset revaluations, asset indexations, useful life reviews and asset disposal checks, in consultation with the Manager Finance.
- Assist in the development of the Annual Budget and conduct quarterly budget reviews, and conduct monthly variance analysis for Council and management.
- Maintain Council's cost ledgers including the Job Cost structure and Job Cost codes.
- Be Council's point of contact for all insurance matters, including coordinating insurance renewals, enquiries and claims.
- Prepare quarterly and annual reports to acquit grants from external agencies for construction / maintenance of assets.
- Assist with the transition to a new Enterprise Resource Planning (ERP) system as required.
- Perform as directed other duties that are within the limits of your skill, competence, and training.

## **KEY REQUIREMENTS FOR POSITION**

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The ideal candidate will hold relevant qualifications and experience directly aligned with the requirements of the position as follows:

### **Education:**

- Recognised qualifications in Accounting are desirable but not mandatory.

### **Work Experience:**

- Demonstrated experience within a complex and mature asset management environment.
- Demonstrated experience with setting and monitoring budgets, preparing progress reports and conducting variance analysis.
- Demonstrated excellence in planning and organisational skills, with sound attention to detail, quality focus, and the necessary interpersonal and influencing skills to work within a finance team and across functions to achieve desired outcomes.
- Demonstrated sound communication skills (written and verbal), with the ability to articulate financial information in a non-technical manner.
- Previous experience working in Local Government or with other government bodies is desirable but not mandatory.

## PHYSICAL REQUIREMENTS

### Physical Demand Category

- Sedentary Work
- Light Duty – Occasional lifting/ carrying of objects weighing up to 5kgs
- Medium work – Occasional lifting/ carrying of objects weighing up to 10kgs
- Heavy work – Occasional lifting/ carrying of objects weighing up to 20kgs

### Audio Visual Demands

- Peripheral Vision
- Hearing
- Depth Perception
- Colour Discrimination

### Specific Actions Required

This job may include:

Standing/Walking	Sitting	Driving
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None
<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional
<input type="checkbox"/> 1-4 Hours	<input type="checkbox"/> 1-4 Hours	<input checked="" type="checkbox"/> 1-4 Hours
<input checked="" type="checkbox"/> 4-6 Hours	<input type="checkbox"/> 4-6 Hours	<input type="checkbox"/> 4-6 Hours
<input type="checkbox"/> 6-8 Hours	<input checked="" type="checkbox"/> 6-8 Hours	<input type="checkbox"/> 6-8 Hours

### Work Environment

Attribute	Yes	No
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### This job will require the following:

Action	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Repetitive Motions

- Simple Grasping
- Fine Manipulation
- Pushing and Pulling
- Finger Dexterity
- Foot Movement

## ACKNOWLEDGEMENT

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Authorised By:</b>	Chief Executive Officer
<b>Signature:</b>	
<b>Date:</b>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	