POSITION DESCRIPTION

Senior Asset Coordinator

POSITION DETAILS

Date of Position Description	November 2024
Position Title	Senior Asset Coordinator
Position Grade	Grade 14
Directorate | Business Unit	Finance and Information | Finance
Reports to	Financial Controller
Position Location	126 Church Street, Parramatta NSW 2125
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

The Senior Asset Coordinator will work closely the Financial Controller, and the Asset Managers across the organisation. The position will be responsible for:

- Coordinating asset management planning across the organisation including the revision to all of Council's Asset Management Plans in line with Council's Asset Management Road Map.
- Providing internal assistance to all roles (documentation/liaison/financial) in the preparation of Asset Management Plans.
- Provides high quality financial services to satisfy statutory reporting obligations.
- Accounts for Council's assets including undertaking infrastructure asset revaluations.
- Provide strategic financial advice that, whilst being in line with accounting standards and asset management best practice also creates the most desirable outcomes for Council.
- Support preparation and maintenance of asset related entries and disclosures for Council's statutory reports including the Financial Statements.

The role requires a pro-active and enthusiastic results orientated person who has outstanding organisational skills and is passionate about achieving continuous improvement. They must be a personable team player who is able to lead, prioritise tasks and meet strict deadlines.

The role requires an advanced level of financial acumen and a strong understanding of asset management planning/infrastructure asset design and lifecycles. Experience within each field is required.

KEY RESPONSIBILITIES

Role Specific

Asset Management Planning

- Coordinate the development of a transparent, comprehensive framework and long-term strategy for asset management linked to Council's LTFP & Community Strategic Plan (CSP).
- Review and maintain asset management policies and determinations.
- Provide guidance to Asset Custodians in the development and maintenance of Asset Management Plans.
- Provide guidance to Asset Custodians and Service Managers in the development, review, and maintenance of works prioritisation frameworks.
- Assist the development and coordination of asset capitalisation procedures and asset valuations/revaluations.
- Support the asset accounting function in gathering information to enable timely and accurate processing of asset capitalisation, disposals, depreciation, and revaluation.
- Guide the structure, format and consistency of asset system maintenance including data collection and asset reporting.
- Assist the Financial Accounting Treasury & Payables Manager in developing Council's Asset Management Steering Committee and assist in the implementation of resolutions/determinations.

Provision of Financial Information

- Provide financial guidance to staff - including staff performing financial activities in other Divisions.
- Liaise with auditors and assist with their requests as necessary during the year.
- Liaise with the Financial Accounting Treasury & Payables Manager to deliver forecast for depreciation and gain / loss on disposal of assets / revaluations.

Baseline

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.

- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness

KNOWLEDGE

Qualifications

- Bachelor of Engineering Degree (Civil), with 5 years relevant experience in local government experience, eligible for Corporate membership of the Institution of Engineers, Australia accompanied with an advanced level of financial acumen and prior accounting experience.

Or

- Bachelor of Accounting or Commerce with 5 years relevant experience in local government experience, with membership of CPA Australia or the Institute of Chartered Accounts being an advantage.

Skills & Experience

- 5+ years of relevant asset management experience developing and implementing asset management strategies, plans, policies, systems, and processes.
- 2+ years leading an asset strategy team in a state or local government environment with multi-billion dollars of assets.
- Extensive experience and understanding of ISO 55000 Asset Management Standards. Demonstrated experience and ability to implement NAMS and IIMM guidelines for asset management planning and requirements of OLG Integrated Planning & Reporting Framework.
- An advanced level of financial acumen and prior accounting experience.
- Understanding of OLG Code of Accounting Practice and Financial Reporting.
- Fully adaptable to change with exceptional problem-solving skills and a desire to streamline and continuously improve processes.
- Proven planning, organisation, and time management skills, including the ability to meet tight deadlines and balance competing priorities.
- Advanced user of MS Excel with the ability to: work with multiple worksheets, filter data, use integrate functions, and manipulate databases; connect to external data; develop complex pivot tables; deploy compound, complex formulas such as array formulas, nested if formulas, lookup functions; build complex models, dashboards, and user-input templates; and record and edit macros.