



## Project & Asset Accounting Specialist

Position Detail			
<b>Reports To</b>	Project & Asset Accounting Senior Specialist	<b>Group</b>	Financial Accounting & Reporting, Corporate Finance
<b>Classification</b>	ASA 6	<b>Location</b>	Canberra
<b>Reports – Direct Total</b>	Nil		

### Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic towers at international and regional airports and provide aviation rescue fire-fighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value and embedding new ways of working and technology investments to further innovate and optimise.

### Primary Purpose of Position

The primary purpose of this role is to assist the Project & Asset Accounting Senior Specialist to manage all aspects of Project Accounting and Fixed Asset Accounting, including transactions, reconciliations and reporting; to provide assistance and input into the preparation of project reporting and the annual financial statements in line with external reporting requirements; and to manage project and asset accounting to improve data quality, financial processes and controls.

### Accountabilities and Responsibilities

#### Position Specific

- Undertake financial and accounting activities for projects including journals & reconciliations, forecasting and capitalisation of Assets Under Construction (AUC)
- Assist the Project & Asset Accounting Senior Specialist to provide accurate, relevant and timely reporting as required
- Interpret and apply financial policies, guidelines and procedures as required
- Provide financial accounting advice, analysis and support to project managers, asset managers and other internal stakeholders on a timely and regular basis
- Assess and apply correct accounting treatment on asset and project categorisation for capital expenditure (CAPEX) versus operational expenditure (OPEX)
- Coordinate and manage the maintenance and review of the fixed assets register to ensure accuracy, completeness and compliance with Airservices external reporting requirements;

- Coordinate and manage the Assets Under Construction review at least annually, including liaising with Projects Managers and Program Directors to review and assess the status of projects
- Coordinate and manage the Fixed Assets Validation (stocktake) and Intangibles Review at least annually with Asset Lifecycle team
- Assist the Project & Asset Accounting Senior Specialist with the annual asset revaluation process including analysis and reporting of results
- Manage a range of month-end processes including settlement of projects, real estate, plant maintenance and internal orders; creation, on-going management and review of project WBS structures
- Assist in interim and year-end annual financial statements processes and other statutory reporting requirements through compilation of data, preparation of financial statement notes
- Assist with the External Audit process including liaising with auditors and business partners to fulfil audit requests
- Prepare reconciliations and actively manage the resolution of reconciliation issues on timely basis as they arise
- Oversee the management of the Fixed Assets Inbox

### **People**

- Maintain effective working relationships with Airservices staff across the value chain, particularly project managers and asset planners to ensure effective coordination of all activities in support of organisational objectives.
- Contribute significantly to the sound financial management of projects by working as an active partner to project managers
- Provide ongoing professional advice and guidance to the CFO domain and other Airservices domains.
- Contribute to a culture of continuous improvement within the team.
- Model Airservices values and demonstrate positive, constructive and professional behaviours at all times.

### **Compliance, Systems and Reporting**

- Complying with all Airservices policies and procedures, and applicable Australian laws .
- Ensure compliance with safety, risk, environmental and other regulations and standards.
- Work closely with Project Delivery and Asset Management to ensure projects and asset information is accurate.
- Ensure the accuracy and integrity of project accounting information (budget, actual, forecast) recorded in SAP.

### **Safety**

- Demonstrate safety behaviours consistent with enterprise strategies.
- Compliance with safety, risk, environmental and any other standards
- Model appropriate safety behaviours and comply with Airservices Safety Management System policies and procedures.

## **Key Performance Indicators**

### **Efficient, Effective and Accountable**

- Accountable for ensuring the timely and accurate delivery of project and asset accounting, whilst meeting regulatory, legislation and taxation compliance obligations and deadlines.
- Maintain effective working relationships with all stakeholders to ensure organisational objectives are achieved in a timely and accurate manner.
- Assist with identifying and the implementation of improvement initiatives of project and asset accounting processes.

- Build trust through positive cultural behaviour.

### **Commercial**

- Provide assistance to the Project & Asset Accounting Senior Specialist for the management of valuation and any other relevant contracts with external suppliers

### **Safety**

- Compliance with safety, risk, environmental and any other standards

### **Key Relationships**

- Managers and staff within Chief Finance Officer streams
- Managers, Team leaders and employees across Airservices
- Internal and external stakeholders

### **Skills, Competencies and Qualifications**

- Demonstrated experience (+5 years) in the business and financial operations of a large commercial organisation or accounting firm, with exposure to accounting issues
- Strong stakeholder management and communications skills
- Capability and motivation to embrace technology and new ways of working
- Tertiary qualifications in accounting, finance or related discipline with sound knowledge and practical application of accounting standards and finance management practices and statutory reporting
- Accredited membership with a professional accounting body in Australia (CPA Australia, CA ANZ) is desirable
- Capability and motivation to embrace technology and new ways of working
- Knowledge and experience in working with SAP
- Advanced Excel Spreadsheet skills

### **Performance Standards and Behaviours**

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.