



Asset Accounting Specialist

Position Detail

Reports To	Asset Accounting Senior Specialist	Group	Financial & Asset Accounting , Corporate Finance
Classification	ASA 6	Location	Canberra, Melbourne, or Brisbane, Hybrid
Reports – Direct Total	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 Asset Accounting Senior Specialist to manage all aspects of Asset Accounting , including, Capitalisations, Disposals, Impairments, and monitoring of Assets Under Construction. The role will work closely with Asset Planners, Project Managers and Financial Analysts to effectively manage Airservices highly unique and extensive asset portfolio ensuring compliance with Australian Accounting Standards and External Reporting requirements.

Team Environment

High performing team within Corporate Finance reporting to Chief Financial Performance Officer. Flexible Hybrid working arrangements and learning and development opportunities on offer.

Accountabilities and Responsibilities

Position Specific

- Assist the Asset Accounting Senior Specialist to provide accurate, relevant and timely reporting as required.
- Interpret and apply financial policies, guidelines and procedures as required
- Provide asset 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) for business cases and WBS creations.
- Review Asset Impact Statements ensuring compliance with capitalisation requirements.
- Provide assistance to Asset Planners and Project Managers to appropriately process cost allocations against assets and complete relevant asset forms as required.
- Review Asset creation forms and process asset shells in SAP
- Assist in the maintenance of the fixed assets register to ensure accuracy, completeness, and compliance with Airservices external reporting requirements;
- Process asset capitalisations, disposals, fair value changes and impairments for assigned portfolios.
- Manage Assets Under Construction, including impairment reviews, monitoring of slow moving AUC and liaising with Projects Managers and Asset Planners to review and assess capitalisation timelines.
- Assist with annual Asset Validation (stocktake) and Intangibles Review
- Assist the 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 CAPEX projects, real estate, plant maintenance and internal orders
- Assist in interim and year-end annual financial statements processes and other statutory reporting requirements through compilation of data and preparation of financial statement notes
- Assist with the External Audit process including liaising with auditors and business areas to fulfil audit requests
- Prepare reconciliations and actively manage the resolution of reconciliation issues on timely basis as they arise

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 assets by working as an active partner to project managers and asset planners
- Provide ongoing professional advice and guidance to the CFPO 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 asset information is accurate.
- Ensure the accuracy and integrity of asset accounting information recorded in SAP.
- Ensure audit readiness by maintaining strong governance processes and robust documentation on all asset related transactions.

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 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 implementing process improvement initiatives for asset accounting.
- Build trust through positive cultural behaviour.
- Proactive engagement with the business under a Centre of Excellence model

Commercial

- Provide assistance to the 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 & Performance 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
- 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.