

## Financial Accountant (Assets)

Division of Finance

Classification	Level 7
Delegation Band	<a href="#">Delegations and Authorisations Policy (see Section 3)</a>
Hours per Week	35
Nature of Employment	Continuing
Workplace Agreement	<a href="#">Charles Sturt University Enterprise Agreement</a>
Date Last Reviewed	August 2019

### Our University Values



### Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

#### **Set Direction and Deliver Results**

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

#### **Collaborate with Impact**

- Relating and networking.
- Working with people.
- Persuading and influencing.

#### **Lead Self and Others**

- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

## Division of Finance

The Division of Finance provides a range of corporate services involving finance, accounting operations and systems.

The vision of the Division is to strive for excellence in strategic resource management, the provision of professional services and systems, and the conduct of business that supports the University to fulfil its strategic plan.

The University has commenced the process for seeking a replacement of its existing finance and human resources enterprise systems. This represents a major step and opportunity for the Division of Finance to transform systems and processes including the asset management and asset accounting functions.

## Organisational Chart



## Reporting Relationships

This position reports to: Financial Accountant (Tax, & Investments)

This position supervises: Nil

## Key Working Relationships

- Financial Accountant (Tax & Investments)
- Director Corporate Finance
- Senior Financial Accountant
- Financial Accountant (Ledgers)
- Division of Facilities Management

## Position Overview

Principal duties involve managing the University's asset systems, the integrity of records, and reporting. The responsibilities of the position include ensuring University compliance with relevant accounting standards and industry guidelines with respect to assets.

## Principal Responsibilities

- Participate in the evaluation of alternate asset management systems to meet the functional requirements for both asset accounting and asset management purposes.
- Coordinate the implementation of a new asset accounting system and develop procedures which ensure the capture of all existing assets (including right-of-use assets) and asset acquisitions, disposals and work-in-progress (WIP) assets within the chosen system.
- Ensure asset acquisitions and disposals, including infrastructure and work-in-progress (WIP) assets, are properly recorded in the University's asset management system.
- Ensure the stock-take of all assets, including inventories, trading stock and fixed assets, and advise as appropriate on the adequacy of controls relating to assets.
- Ensure that the recording and accounting for assets complies with University policies and accounting standards. Contribute to the review of policies for assets.
- Coordinate and directly undertake where required, the annual program for the revaluation of assets, review of impairment, and the review of asset useful lives, depreciation rates and depreciation methods.
- Prepare the relevant notes, reconciliations and working papers to support all of the asset accounting entries contained in the University financial statements.
- Contribute as a team member to the preparation and compilation of University parent financial statements with respect to assets including responding to audit queries.
- Other duties appropriate to the classification as required.

## Physical Capabilities

The incumbent may be required to:

- Work in other environments beyond the school such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.

## **Selection Criteria**

Applicants are expected to address the selection criteria when applying for this position.

### **Essential**

- A. Degree in accounting or finance, normally with at least four years' relevant graduate experience; or extensive experience and management and/or specialist expertise; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Understanding and ability to develop relevant accounting policies and procedures pertinent to assets.
- C. Familiarity with asset management functions with regards to accountability, record keeping and systems.
- D. Strong written and verbal communication skills, and the ability to be a positive influence in best practice for accounting for assets.
- E. Extensive experience with large scale computer systems and proficient in the use of Microsoft Office Suite, particularly Word, Excel and Outlook.
- F. Proven ability to prioritise work and meet deadlines.

### **Desirable**

- G. Progression towards obtaining the CPA or CA accreditation.
- H. A current NSW driver's licence.

## **Information for Prospective Staff**

### **Your Application**

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to [www.csu.edu.au/jobs/](http://www.csu.edu.au/jobs/).

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

### **Staff Benefits**

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

### **Essential Information for Staff**

- All employees have an obligation to comply with all the University's work health and safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Work, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)