



## Position Description

<b>Position</b>	Senior Accountant, Assets Management
<b>Division</b>	Finance and Corporate Services
<b>Location/s</b>	Mosman and other Harbour Trust sites
<b>Reports to</b>	Finance Manager
<b>Direct Reports</b>	Nil
<b>Enterprise Agreement Classification</b>	EL1
<b>Our Organisation</b>	<p>The Sydney Harbour Federation Trust (the Harbour Trust) is an Australian Government agency that protects and manages some of the most historically significant foreshore sites on Sydney Harbour including Cockatoo Island in Sydney Harbour, Woolwich Dock and Parklands in Woolwich, Sub Base Platypus in North Sydney, Georges Heights, Middle Head and Chowder Bay in Mosman, North Head Sanctuary in Manly, Marine Biological Station in Watsons Bay and Macquarie Lightstation in Vaucluse.</p> <p>The Harbour Trust's mission is to bring to life our natural and cultural heritage and provide a lasting legacy for all Australians through conservation, remediation and the adaptive reuse of places in our care.</p> <p>Our sites are rich in history and link us to our complex past and continuing connections. They are Country – the interconnected layers of water, land and air that for First Nations people hold cultural practices, community and sense of worth. They tell stories of colonization and dispossession, of convict incarceration, of nineteenth and twentieth century military and defence roles, and speak of the enterprise and industry of the modern nation, and of the contemporary communities they have become.</p>
<b>Code of Conduct &amp; Values</b>	<p>All employees at the Harbour Trust abide by the Trust's key values and Code of Conduct, behaving honestly and with integrity and acting with care and diligence.</p> <p>Employees are required to maintain confidentiality of all Trust information, upholding the Trust's values, integrity and it's good reputation.</p>

<b>Health &amp; Safety</b>	The Harbour Trust integrates safety into all aspects of the business to promote a positive safety culture and takes proactive steps to mitigate the risk of harm to employees and others in the workplace.
<b>Our Commitment</b>	The Harbour Trust is an equal employment opportunity employer, committed to ensuring all employees are free from discrimination and harassment; where everyone is treated with dignity, courtesy and respect.

## ROLE OVERVIEW:

The Senior Accountant, Assets Management plays a pivotal role in supporting the Finance Manager in the development and implementation of an Assets Management Framework to account and report on the major assets of the Harbour Trust. This position initially entails the development of comprehensive capital projects budgets, forecasts, and management reports for capital and major infrastructure expenditures. The Senior Accountant, Assets Management actively contributes to shaping related accounting policies and ensures adherence to Harbour Trust projects' accounting procedures. Building strong partnerships with business stakeholders is a key aspect of this role, providing high quality financial support.

## ROLE ACCOUNTABILITIES:

- Lead the formulation of projects and capital expenditure budgets.
- Develop accounting policies for capital expenditures and projects, along with associated reporting frameworks.
- Support and provide valuable insight towards the organisation's transition to a new Financial Management Information System.
- Monitor and update periodic forecasts for capital expenditure and associated cash flow, impacts to optimise financial performance and assess financial risks to mitigate potential issues.
- Prepare and distribute comprehensive capital expenditure and project reports to stakeholders to ensure precision and alignment with budgetary constraints.
- Ensure accuracy and completeness in projects, capitalisation, disposals, and work-in-progress accounting.
- Develop policy and procedure documents for assets valuation and work-in-progress.
- Proactively ensure compliance with accounting standards and Harbour Trust accounting policies and procedures to mitigate potential risks.
- Liaise with internal stakeholders, build and foster partnerships with members of various project teams.
- Conduct insightful financial analysis to support well-informed decision-making.

Other financial related duties as directed.

## SELECTION CRITERIA

### **Essential (*Qualifications, attributes, skills and knowledge*)**

- Tertiary qualification in accounting, business or finance.
- Minimum three years' experience post university in a broad range of accounting activities.
- Qualified as a professional accountant and member of accounting bodies (CA, CPA, ASA, CPA NZ, IPA) or equivalent.
- Demonstrated ability to prepare reports, policy and procedural documents.
- A working knowledge of accounting standards relating to asset capitalisation, disposal, revaluation and impairment.
- High analytical skills to guide informed decision making.
- Ability to review and implement financial management and accounting information systems.
- High proficiency in Microsoft Excel.
- High level interpersonal skills to communicate effectively with people at all levels in the organisation.
- Ability to develop and deliver presentations to internal stakeholders.
- Ability to work in a team environment.
- Current Drivers Licence.
- Willing to undertake a Police Check.
- Australian citizenship or the ability to work in Australia.

## QUALIFICATIONS:

- Tertiary qualifications in Accounting or similar and/or extensive experience in Accounting.

## THE CORE CAPABILITY FRAMEWORK – EL1

<b>COMMUNICATION</b>
<p>Speaks with confidence, listens critically and clarifies meaning</p> <p>Reviews written work of others and provides comment and advice; prepares clear, logical and well constructed written work</p> <p>Effectively conveys difficult or complex material in an easy to understand manner</p> <p>Uses diplomacy and tact to negotiate in difficult situations and tailors approach to suit individual differences</p> <p>Develops a range of effective organisational communication strategies</p> <p>Creates meaning for audience by using analogies and stories to illustrate key points</p> <p>Communicates effectively to team members, clients and stakeholder groups</p>
<b>WORKING WITH PEOPLE</b>
<p>Contributes own expertise to achieve outcomes for team</p> <p>Involves people, encourages them and recognises their contribution</p> <p>Operates as an effective member of the team and contributes to team cohesion</p> <p>Builds and sustains relationships with a network of key internal and external people and effectively represents the department when required</p> <p>Involves people, recognising their contribution, providing encouragement</p> <p>Shows sensitivity, empathy, understanding and skill in resolving conflicts and difference</p> <p>Leads and creates a cooperative team environment</p> <p>Facilitates sharing of information within the team and across areas of impact</p> <p>Integrates and evaluates team performance within area of responsibility and across the Trust</p>
<b>PROBLEM SOLVING &amp; DECISION MAKING</b>
<p>Identifies issues and assesses their significance, takes appropriate action to resolve them Conducts research and analysis to develop advice and recommendations in complex situations</p> <p>Makes decisions based on relevant experience and an understanding of the wider context</p> <p>Analyses problems and weighs up the options to identify effective solutions</p> <p>Encourages debate and identifies common ground to facilitate agreement and acceptance of mutually beneficial solutions</p> <p>Solves organisation-wide problems creatively and innovatively</p> <p>Supports others to analyse issues and derive effective solutions</p> <p>Encourages a team-based approach to the identification of sound and effective solutions</p>
<b>LEADERSHIP</b>
<p>Accountable for the management and work output of others including quality and standards</p> <p>Provides directions to others including purpose and importance of work</p> <p>Understands the organisational environment, internal and external linkages and how these support overall objectives</p> <p>Uses initiative to proactively assess situations and applies innovation to provide effective outcomes</p> <p>Adopts a principled approach and adheres to the Code of conduct, is always professional and impartial</p> <p>Identifies strategic opportunities for growth in resources</p> <p>Focuses on activities that support organisational sustainability</p>
<b>PLANNING &amp; TIME MANAGEMENT</b>
<p>Applies project scope controls and implements project monitoring frameworks</p> <p>Identifies strategic opportunities and puts systems in place to establish and measure accountabilities</p> <p>Conducts risk management activities</p>

Demonstrates an advanced knowledge of planning and organisational methodologies as applied to projects, programs and broad management areas  
Illustrates the relationships between operational tasks and organisational goals  
Condenses complex issues into clear and understandable goals  
Focuses strategically on planning activities for the team, aligning team activities with strategic priorities  
Ensures team activities align with business unit goals and adjusts sub-group priorities as required

#### **TRUST SPECIFIC KNOWLEDGE**

Builds, applies and maintains appropriate relevant experience, skills and knowledge, professional/technical qualifications or specialist expertise  
Complies with and develops clear and workable policies, procedures that align with Trust outcomes  
Displays excellent understanding and working knowledge of The Trust's purpose and objectives and relevant legislation  
Keeps up-to-date with Government and Trust issues and initiatives