



CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Asset Accounting Officer

Business unit: Financial Reporting and Assets

Classification: Administrative Service Officer 6

Location: Dickson, ACT

Position number: P24922

Reports to: Director, Assets and Capital

Division: Strategic Finance and Business Operations

Date last reviewed: June 2026

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

Strategic Finance

The Strategic Finance Division is a fast-paced work environment with direct responsibility for: financial management and reporting; strategic finance; capital works reporting; strategic asset



management; procurement, grants and contracts; insurances and claims; facilities, fleet and sustainability. Being part of this fantastic team gives you visibility of the financial and other corporate services the Strategic Finance Division provides to the directorate, with a breadth of work that is diverse and interesting.

The Strategic Finance Division is new, with a positive and people-focused culture to support business areas to deliver outcomes for the community in a cost-effective way.

BUSINESS UNIT OVERVIEW

The Finance Branch sits within the Strategic Finance and Business Operations Group and is responsible for facilitating the management of the Directorate's budget and providing financial advice to the Minister, the Executive Leadership Group, Executives and line managers. The Branch plays a key role in developing strategic approaches to improving financial management practices, cost effectiveness and resource allocation across the Directorate and co-ordinating the Directorate's budget and financial processes. The Finance Branch works closely with the Shared Services Centre to provide financial services, accounting and reporting capabilities of the Directorate.

The Assets and Capital Works section is responsible for the management of the Directorate's asset register which holds over \$19 billion worth of assets. The section also looks after the asset accounting and reporting functions as well as providing advice on asset related issues to stakeholders. The section undertakes internal and external reporting of capital reports to internal and external stakeholders as well as managing capital works appropriation, drawdowns, instrument requests and cash requirements.

POSITION PURPOSE

This position is part of a small and dynamic team reporting to the Director, Assets and Capital. The position assists with the management of the Directorate's assets as well as with the capital works program. The occupant of the position will have the opportunity to undertake a diverse range of tasks including the maintenance of the Directorate's assets register, assist in monitoring the Directorate's annual capital works program, requesting capital funding through the draw down process and reporting of assets in the Directorate's financial statements.

DUTIES / RESPONSIBILITIES

The primary duties/responsibilities for this position are to:

1. Maintain the Directorate's asset register and property, plant and equipment general ledger accounts including processing asset transactions (additions, disposals, depreciation, revaluations, etc).

2. Assist with the annual asset revaluation program including coordination of asset unit costings and internal revaluations, liaison with internal and external stakeholders, preparation of valuation calculations and required adjustments.
3. Assist in monitoring the Directorate's annual capital works program including:
 - a. The provision of reports to Project Managers.
 - b. Tracking, reporting and completing audit documentation of Commonwealth funded projects.
4. Attend to capital cash management requirements, including fortnightly capital appropriation draw downs and payment of creditors.
5. Prepare monthly asset and capital works reconciliations and resolve any issues discovered.
6. Undertake end of financial year asset and capital works reporting for inclusion in the Directorate's financial statements and complete annual report working papers within stipulated time frames.

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. Demonstrated experience in asset accounting, including the management of asset registers, preparing asset journals and reconciliations, coordination of asset revaluations and asset reporting in financial statements.
2. Demonstrated experience in using Oracle and multi-dimensional databases such as TM1.
3. Demonstrated ability to work within tight deadlines, prioritise tasks and work independently in a small team environment with a high degree of self-motivation under limited supervision.
4. Highly developed communication (oral and written) and liaison skills.
5. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

1. Relevant tertiary qualifications in business, accounting, economics or commerce are highly desirable.
2. Progression towards or membership of a professional accounting body is desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Asset Accounting Officer (position number P24922) and indicates how frequently each of these

requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never
<i>The position in an activity based work environment</i>	

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent paid overtime	Occasionally
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching/height	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally

Sequential repetitive movements in a short amount of time	Occasionally
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TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never