



Asset Accountant

Full Time / Work from Home / Flexible Lifestyle

Are you an experienced Asset Accountant with well-rounded expertise and practical know-how? Do you have the proven ability to learn new processes and technology quickly and effectively? Does your skillset include building and maintaining asset registers, asset financial valuations and reporting as well as Council enterprise and asset software systems? Are you an advanced user of Excel with the ability to efficiently manipulate and analyse data? Are you an excellent communicator, both written and verbal?

Ticking all the boxes...then SHEPHERD has the career opportunity for you.

Join the SHEPHERD Team

SHEPHERD is offering an exciting opportunity to work with local councils across Australia to deliver innovative and practical asset management solutions that work.

You will be joining a highly motivated and experienced team of Asset Management and GIS specialists who are recognised leaders in infrastructure asset management.

As well as demonstrating technical expertise, the successful applicant will reflect SHEPHERD's values of respect, teamwork, positivity, excellence, practical innovation, and productive work life balance.

SHEPHERD offers excellent work life balance including the flexibility of working from home. You can work from anywhere with quality internet and perform your role in the hours that suit you and your family. The annual full-time base salary range is \$100K to \$122K including super and working from home allowances, depending on level of skill and experience. However, higher rates can be negotiated for exceptional applicants. Generous travel and onsite allowances are also available. Minimum 7 years on-the-job experience necessary. Class C drivers licence required.

Interested? Send us your covering letter and CV to apply by COB Wednesday 23 November.

Any Questions? Call SHEPHERD GM Asset Services Steven Forbes on 0409 485 317.



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Position Description

Position Title	Asset Accountant		
Position Tenure	Full Time	Reports To	General Manager Asset Services
Last Updated	November 2022	Base Location	Negotiable

Section 1: Organisation Summary

For over 20 years Shepherd Services Pty Ltd have assisted local governments across Australia by offering integrated and specialist products and services across eight key areas. These include Asset Management Services, GIS, Road Asset Condition Assessment (RACAS), Valuations, Roads Maintenance Management Systems, Project Management Services, Flood Restoration, and a variety of training services.

Section 2: Position Summary

Develop and manage asset management systems and processes across Local Government areas for all asset classes with a focus on Asset Accounting and Management.

Section 3: Key Working Relationships

Internal	External
Company Directors	Local Government Project Partners
Administrative Staff	Local Government Accountants and Engineers
Field Staff	Local Government Executive Leaders and Councillors
Technical Partners	Council Auditors

Section 4. Key Result Areas

Business Area	Behavioral Descriptors	KPI
Asset Management and Valuation Services (All Asset Classes)		
<ul style="list-style-type: none"> Asset Management Plans and Asset Condition reporting 	<ul style="list-style-type: none"> Assist engineers to provide clients with Asset financial analysis for Asset Management Plans Provide clients with high quality reports on assets utilising the SHEPHERD tools or industry standards 	<ul style="list-style-type: none"> Reports are well accepted and utilised by the client

Business Area	Behavioral Descriptors	KPI
	<ul style="list-style-type: none"> Assist to present of reports to Council staff and Councilors 	
<ul style="list-style-type: none"> Undertake asset register development and maintenance (All asset classes) 	<ul style="list-style-type: none"> Maintaining of Asset Registers in Spreadsheets, GIS Systems and third party applications. Includes condition assessments. Ability to work with many and varying Asset Software systems within Local Government 	<ul style="list-style-type: none"> Register developed and maintained. Changes shared.
<ul style="list-style-type: none"> Comprehensive Asset Valuations (all asset classes) <p>(SHEPHERD has tools and processes that position will be trained in)</p>	<ul style="list-style-type: none"> To comply with AASB 116 and AASB 13 (Fair Value). Unit rate development. Useful / Remaining Life Calculations. Financial figures. Liase with Council External Auditors 	<ul style="list-style-type: none"> Reported accurately and completed in a timely manner. Completed in accordance with SHEPHERD tools and processes.
<ul style="list-style-type: none"> Undertake End Of Year Asset Financial processes in accordance with AASB 116 and AASB 13 (Fair Value) – All Asset Classes <p>(SHEPHERD has tools and processes that position will be trained in)</p>	<ul style="list-style-type: none"> Includes capitalisation, componentisation, asset register updates in Council's corporate systems and GIS, indexation, unit rates and useful life updates and EOY reports for audit. 	<ul style="list-style-type: none"> EOY asset financial processes completed in an accurate and timely way. Completed in accordance with SHEPHERD tools and processes.
GIS Services		
<p>Use GIS Applications to view, label, edit GIS datasets, thematic map conditions and other variables as required.</p> <p>(SHEPHERD has tools and processes that position will be trained in)</p>	<ul style="list-style-type: none"> Basic Skills in QGIS, ArcMap and ArcMap Online. 	<ul style="list-style-type: none"> Datasets successfully maintained. Completed in accordance with SHEPHERD tools and processes.

Business Area	Behavioral Descriptors	KPI
General		
Customer relations and Local Government network	<ul style="list-style-type: none"> • Proven experience with Local Government customers and established LG network; • Ability to promote a culture of positive learning and success for our clients; and • Ability to work with people from operational to management levels. 	<ul style="list-style-type: none"> • Maintains a positive profile within the LG Network; • Well received by SHEPHERD clients. • Demonstrates the SHEPHERD values while onsite with clients.
Quick Learner	<ul style="list-style-type: none"> • Ability to learn new processes and technology quickly and effectively. • Employ effective learning skills (e.g., note-taking, video training). 	<ul style="list-style-type: none"> • Acquire new skills on-the-job with minimum training.
Effective Time Management	<ul style="list-style-type: none"> • Ability to effectively schedule and prioritise time to achieve assigned projects. • Ability to manage a minimum of three projects at any one time. 	<ul style="list-style-type: none"> • Working month, week and day planned to use available time effectively.
Ability to provide training to clients	<ul style="list-style-type: none"> • Support customers in system and process development (as a minimum SHEPHERD tools). 	<ul style="list-style-type: none"> • Deliver training in one-on-one or group settings.
Strong Computer and Microsoft 365 skills and Microsoft SharePoint Skills	<ul style="list-style-type: none"> • Effectively communicate via Outlook and Microsoft Teams • Produce high quality reports in Word and Excel and PowerPoint • Ensure document security by saving/syncing directly to SharePoint 	<ul style="list-style-type: none"> • Video presence on MS Teams • Reporting critical information as succinctly as possible and meeting the expectation of the client • Documents are easily located by other staff
Attend all staff meetings and	<ul style="list-style-type: none"> • Make regular positive 	<ul style="list-style-type: none"> • Meeting/workshops attended.

Business Area	Behavioral Descriptors	KPI
workshops	contributions.	<ul style="list-style-type: none"> Positive participation is evident.
Maintain strong accountability when working alone.	<ul style="list-style-type: none"> Teams title bar is updated. 	<ul style="list-style-type: none"> Whereabouts and availability are always communicated across the staff group.
Attend weekly project meetings as scheduled.	<ul style="list-style-type: none"> Ensure project status is updated and communicated to Project Delivery Manager. 	<ul style="list-style-type: none"> Accuracy assured. Partnering with the Project Delivery Manager is apparent. Project status is clear.
Capture Billable Hours	<ul style="list-style-type: none"> Accurately record billable hours. 	<ul style="list-style-type: none"> All billable hours captured. All time allocated to projects is captured, is accurate and is efficient. Billable targets met.
Put safety first on all occasions	<ul style="list-style-type: none"> Take active steps to ensure personal safety and the safety of others. Record incidences and near misses in a timely way. 	<ul style="list-style-type: none"> It is evident that all actions are undertaken with safety in mind. Guidelines/policies and procedures followed and championed.
Lead Strongly	<ul style="list-style-type: none"> Is available, responsive, and accountable. Models the Code of Conduct and Values and empower others to do the same . 	<ul style="list-style-type: none"> Evidence of leading by example is apparent. Evidence of being available, responsible, and accountable is apparent. Behavior aligns with SHEPHERD Code of Conduct and Values.

Qualifications / Skills / Experience Essential to The Role

- Formal tertiary qualification in accounting or proven experience in local government Asset Accounting.
- Minimum **7 years' experience in a Local Government** environment across all disciplines including asset management, asset accounting or financial management.
- Practical experience in the field asset management.
- Experience using Local Government asset management software and systems as well as Council enterprise systems.
- Exceptional communication and presentation skills with the proven ability to successfully deliver training to a diverse audience.
- Experience and proven ability to work unsupervised and remotely.
- Ability to work collaboratively with people from operational to management levels.
- Valid class C drivers licence.

Note:

From time to time you may be asked to undertake general technical, accounting or governance related tasks not listed in this document.

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