



Job Details

Reference: 252

Position Title: **Financial Management – Asset Coordinator**

Classification: **APS Level 5 / Administrative Service Officer, Class 5**

Salary range: **\$60,082 - \$64,892 per annum**

Location: **700 Collins Street, Docklands - Melbourne 3008**

Division: **Corporate**

Branch: **Finance and Budgets**

Section: **Finance and Supply**

Unit: **Asset Management**

Status: **Ongoing**

Applications close: Thursday, 12 November 2009

Advertisement

Provide asset management services using the SAP integrated financial system. This can include maintenance of the Asset Register, asset revaluations, CWIP settlements, input with internal and external reporting and asset stocktakes.

Duty Statement

Under limited direction in relation to priorities and work practices, undertake one or more of the following tasks:

1. Provide asset management services using the SAP integrated financial system. This includes asset reporting, reconciling asset classes, running depreciation, maintaining the asset register and facilitating in the coordination of key functions such as settlement of assets, asset stock takes, asset revaluations, asset impairment assessments and make good obligations.
2. Provide advice and opinions consistent with Accounting Standards and Chief Executive Instructions and Government guidelines.
3. Assist in monitoring, reviewing and establishing the application of accounting policies in relation to asset management.
4. Assist in the preparation of documentation relating to all matters dealing with audit requirements. Assist with preparation and coordination of the annual financial statements, in particular the asset notes.
5. Participate in the introduction of new financial management initiatives relating to asset management

6. Investigate, interpret and evaluate information for the guidance of staff and other clients. Assist with analysis of specific asset related problems in all areas of the Bureau.
7. Be aware of and apply as necessary the principles and practices of the various elements of the Bureau's Social Justice Strategy.

Duty representing highest function: 1

Immediate supervisor: APS 6 Asset Manager Position No. 290

Job Profile

ROLE OF THE ASSET MANAGEMENT UNIT

The Assets Management Unit is responsible for the maintenance of the Bureau Asset Register including Asset Revaluations, Asset Stock-takes, Provision for Make-good (restoration) costs, Asset Reporting, and Asset Policies and Procedures.

ROLE OF THE POSITION:

To assist the Asset Manager and Financial Reporting Manager (FRM) in managing the Asset Register and the provision of asset policy in accordance with the Commonwealth Rules and Regulations and Australian Accounting Standards and Interpretations.

FUNCTIONS OF THE POSITION:

The occupant of this position is a member of the Financial Reporting Sub-section, working under limited direction from the Asset Manager and Financial Reporting Manager (FRM). The occupant is required to exercise initiative and judgement in the provision of asset services relating to the duties outlined in the duty statement above.

Selection Criteria

To assist you prepare your application, please read the information at [General Information for Applicants](#) and complete the *Bureau of Meteorology Application Cover Form*.

1. A good knowledge and experience in accounting, with reference to Asset Management particularly with an integrated financial system such as SAP.
2. Thorough knowledge, or potential to acquire knowledge, of the Bureau of Meteorology's Chief Executive Instructions (CEIs), Financial Management Accountability Act 1997, and associated Regulations and Orders and general Government accounting and financial procedures.
3. Ability to effectively work in a team environment and supervise a team, combined with the ability to be innovative in an area where priorities change.
4. Good verbal and written communication skills, including sound negotiation and liaison skills and the ability to develop presentation material and provide training.
5. Personal qualities of sound judgement and initiative, together with problem solving, research and analytical skills.
6. Understanding of the principles of the Bureau's Social Justice Policy and a commitment to apply them in practice.

Eligibility Requirements:

A certificate in Accounting or Business Administration or similar qualification is highly desirable.

Contact

If you would like to know more about the Bureau of Meteorology visit <http://www.bom.gov.au/>

Employment conditions for most Bureau employees are contained in the Bureau's Enterprise Agreement 2009-2010 which is available on the website at: [The Bureau of Meteorology Enterprise Agreement 2009–2010](#)

Please read the selection documentation and if you have any queries specific to this position please contact Craig Davey on 9669 4565.

Applications

Applications can be lodged personally at: The Recruitment Unit, 7th Floor,
700 Collins Street, Docklands 3008

By mail to: Recruitment Manager, Bureau of Meteorology, GPO Box 1289,
Melbourne VIC 3001

By email to: jobs@bom.gov.au

All applicants are required to include a completed Bureau of Meteorology Application Cover Form, Résumé or CV and a Statement addressing the Selection Criteria.

All applicants are advised to read [General Information for Applicants](#) available on this web site before submitting their application.

Should you experience any difficulties with accessing information please contact the Recruitment Unit by email at: jobs@bom.gov.au or by telephone on 03 9669 4337 / 03 9669 4379 / 03 9669 4260.