

# Role Description

## Fixed Asset Analyst

Cluster	Transport
Agency	Group Rail: Sydney Trains and NSW TrainLink
Division/Branch/Unit	Finance and Business Services / Finance
Location	Sydney
Role Grade or Band	RC06
Senior Executive Work Level Standards	Not Applicable
Kind of Employment	Fixed Term Full Time
Role Number	
ANZSCO Code	221111
PCAT Code	1553232
Job Code	81000371
Health Assessment Category - Safety	Category 4
Vision	N/A - Cat 4 Only
Hearing	N/A - Cat 4 Only
Date of Approval	July 2019
Agency Website	<a href="http://www.sydneytrains.nsw.gov.au">www.sydneytrains.nsw.gov.au</a>

### Agency overview

Sydney Trains and NSW TrainLink were established in July 2013 as part of the integrated Transport authority and focus on providing sustainable, efficient and cost effective services by putting the customer at the centre of everything they do to delivering safe, reliable and clean rail services.

Sydney Trains provides train services throughout the Sydney CBD with NSW TrainLink connecting people and communities throughout NSW and serves regional communities bringing together intercity and regional rail services and coach for the needs of customers travelling longer distances.

### Primary purpose of the role

The Fixed Asset Analyst is responsible for the identification, recording, valuation, accounting, reporting of timely capitalizing of capital projects and reconciliation and reporting of capital work in progress of constructed assets and assist in revaluation activities and stocktakes.

### Key accountabilities

- Assist in the development of and implement policies, systems and procedures to identify, record, value, depreciate, account and report on fixed assets.
- Assist in consolidating fixed asset information to enable a complete and accurate record of the identification, location and value of RailCorp's fixed assets.

- Assist with the co-ordination of the periodic revaluations of assets as and when required and complies with applicable standards and policies
- Assist in ensuring that fixed asset policies are implemented and maintained and comply with Accounting Standards and NSW Treasury policy and requirements.
- Advise on the implementation divisional MPM and Capital procedures, processes and reporting to ensure alignment with corporate objectives, procedures and processes in the management of Capital and MPM projects and programs.
- Assist in Co-ordinating, in conjunction with Finance Business Partners Fixed asset stocktakes and revaluations
- Assist in preparing the reports required to monitor and provide information on the asset performance and capital expenditure and program against plan.
- Assist in providing timely and accurate information and advice to Associate Directors, Senior Management.
- Assist in the reconciliation of the Capital work in process accounts and ensure that timely capitalisation of constructed assets.
- Assist in making a substantial contribution to the wider business and policy issues of the Corporate Finance Group as a member of the Corporate Finance management team.

### Key challenges

- Building good working relationships at all levels across the organisation and establishing respect and confidence in the information and quality of advice provided.
- Working in a decentralised organisation, liaising and building relationships with Finance Business Partners and other stakeholders to enable timely, accurate and relevant fixed asset capitalisation, recording, reporting and asset information.
- Supporting transformational change given the range of internal and external stakeholders, the potential resistance to change and the need for both structural and cultural change.

### Key relationships

Who	Why
<b>Internal</b>	
Direct Manager	<ul style="list-style-type: none"> <li>• Escalate issues, keep informed, advise and receive instructions</li> <li>• Provide regular updates on key projects, issues and priorities</li> </ul>
Finance Teams; other internal divisions	<ul style="list-style-type: none"> <li>• Work cooperatively within the team, exchange information and assist other team members to achieve team objectives and work outcomes</li> </ul>
<b>External</b>	
Transport for NSW and other agencies	<ul style="list-style-type: none"> <li>• Build collaborative working relationships</li> </ul>

### Role dimensions

#### Decision making

Independent decision making requirements of the position include:

- Fixed asset accounting

Collaborative decision making requirements of the position include:

- Statutory reporting processes
- Capitalisation coordination
- Capital Project forecasting

#### Reporting line

This role reports directly to the Manager, RailCorp Assets.

## Essential requirements



- Degree qualifications in accounting, commerce, business studies, or in a related discipline and eligible for membership to a professional accounting body such as CPA Australia or similar.
- Experience in accounting and capitalisation for fixed assets in a complex organisation.

## Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Results	<b>Act with Integrity</b>	<b>Intermediate</b>
	<b>Commit to Customer Service</b>	<b>Adept</b>
	<b>Work Collaboratively</b>	<b>Adept</b>
	<b>Deliver Results</b>	<b>Intermediate</b>
 Business Enablers	<b>Finance</b>	<b>Adept</b>

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	<b>Adept</b>	<ul style="list-style-type: none"><li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li><li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li><li>• Set an example for others to follow and identify and explain ethical issues</li><li>• Ensure that others understand the legislation and policy framework within which they operate</li><li>• Act to prevent and report misconduct, illegal and</li></ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Commit to Customer Service	Adept	<p>inappropriate behaviour</p> <ul style="list-style-type: none"> <li>• Take responsibility for delivering high quality customer-focused services</li> <li>• Understand customer perspectives and ensure responsiveness to their needs</li> <li>• Identify customer service needs and implement solutions</li> <li>• Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>• Maintain relationships with key customers in area of expertise</li> <li>• Connect and collaborate with relevant stakeholders within the community</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Encourage a culture of recognising the value of collaboration</li> <li>• Build cooperation and overcome barriers to information sharing and communication across teams/units</li> <li>• Share lessons learned across teams/units</li> <li>• Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>• Complete work tasks to agreed budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own and team/unit work</li> <li>• Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>• Seek and apply specialist advice when required</li> </ul>
<b>Business Enablers</b> Finance	Level 3	<ul style="list-style-type: none"> <li>• Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures</li> <li>• Understand impacts of funding allocations on business planning and budgets, including value for money, choice between direct provision and purchase of services, and financial implications of decisions</li> <li>• Understand and apply financial audit, reporting and compliance obligations</li> <li>• Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate</li> <li>• Seek specialist advice and support where required</li> <li>• Make decisions and prepare business cases paying due regard to financial considerations.</li> </ul>