

## POSITION DESCRIPTION

<b>Position Title:</b>	Capital Accountant
<b>Cluster / Business Unit / Division</b>	ANSTO Maintenance and Engineering
<b>Section or Unit:</b>	Capital Project Management Office
<b>Classification:</b>	Band 6
<b>Position Description Number:</b>	PD- 2150
<b>Work Contract Type:</b>	Professional

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### POSITION PURPOSE

The Capital Accountant is responsible for managing the financial accounting and reporting process relating to capital and decommissioning projects for the ANSTO Group.

### ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services, and providing specialised advice to government, industry, academia, and other research organisations.

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries, and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

ANSTO Maintenance and Engineering is dedicated to enhancing and maintaining ANSTOs facilities and environs for operational reliability and providing a range of customer services to support ANSTOs research, business activities and projects at the Lucas Heights Science & Technology Centre and the Camperdown Campus.

There are 4 main units within the ANSTO Maintenance and Engineering division these being:

- Capital Program Management Office (CPMO)
- Asset Management
- Facility Maintenance
- Support Workshops

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities – Asset Accounting

- ensure, by liaising with each business unit, that the asset registers for each entity in the ANSTO Group accurately reflects the current property, plant and equipment details and that these assets are recorded in appropriate classes, appropriate useful life rates are being applied and that assets are capitalised, retired and written-off in the most appropriate manner.
- ensure, by liaising with each business unit, that the Decommissioning and Waste Management registers for each entity within the ANSTO Group accurately reflects the current details (liability vs provision vs contingent liability) and that the projected spend is correctly recorded, appropriate phasing is applied and in keeping with available funding.
- perform monthly balance sheet reconciliations for the ANSTO Group entities of:
  - fixed asset and intangible asset/Asset Under Construction (AUC) general ledger accounts to the underlying SAP asset register

- Decommissioning and waste management provisions from Anaplan models to SAP general ledger accounts
- provide advice related to settlement of AUC from capital acquisition projects.
- maintain an accurate tax asset register for any tax paying ANSTO entity.
- ensure that all asset and decommissioning policies, procedures and documentation are maintained and up to date.
- create the fixed and intangible asset financial statement disclosures, both statutory and government reporting, reconciled to general ledgers at each level for all ANSTO Group entities.
- responsible for the management of activities associated with major capital spare parts assets. This involves close liaison with asset owners to identify major spare parts and ensure that they are appropriately reflected in the assets register.
- monitor asset gate passes, where assets have been lent to internal staff or external organisations. Liaise with asset owner and third-party organisation to ensure that assets are returned in a timely manner and that gate pass information is accurately recorded in the relevant monitoring system.
- assist in the management asset stocktakes and that adjustments are made correctly in the Asset Register.
- responsibility for the organisation, reporting and recording of the periodic valuations by external providers and that adjustments are made correctly in the Asset Register.
- conduct perpetual revaluation and costing of assets as well as determination of impairments and useful lives, to ensure that asset valuations are current. This will be undertaken in conjunction with Asset Functions at other ANSTO Group campuses.
- manage activities associated with decommissioning costs. This involves close liaison with asset owners to calculate decommissioning liabilities ensuring that they are correctly reflected in the accounts and asset and decommissioning register.
- reconcile assets under construction as per the SAP Portfolio Planning Management register to the SAP Fixed Asset register.
- provide support to business units and the CPMO in developing accurate and complete capital budgets and/or forecasts and in monitoring progress against these. This could include performing quality assurance activities around the development of budgets/forecasts.
- Review submitted business cases seeking capital or decommissioning funds to ensure submissions are sound and align with the ANSTO strategic direction.

### **Key Accountabilities – Reporting**

- perform monthly review of forecasted fixed/intangible asset and decommissioning expenditure and, where required, follow up with stakeholders.
- create and review for accuracy and reasonableness, asset reports at least monthly, including reporting on assets under construction and transfer of asset reports and depreciation forecast reports for Senior Management and governance committees.
- attendance at committee meetings to offer technical accounting advice and to lead discussion on corrective actions or adjustments required to AUCs that are not achieving forecasts or timelines.
- develop and advise on appropriate asset reporting and KPIs that will assist in ANSTO meeting its capital-related objectives.

### **Key Accountabilities – Capital and Decommissioning Projects**

- at the commencement of a new Capital/Decommissioning Project, work with Project Managers to align the WBS / CBS structure with the appropriate settlement rules for the AUC asset.
- on all capital investment cases sign off that the accounting treatment is correct and follows ANSTO policies and procedures.

### **Key Accountabilities – Continuous improvement**

- work with the divisions to ensure that Asset Management Plans (AMP's) reflect their ongoing needs.
- participate in internal and external audits to ensure compliance, including auditing of asset register and decommissioning and waste management models, Capital/decommissioning Work in Progress movements, and capital/decommissioning project financial audits.

- coach and mentor ANSTO Group Staff dealing with the asset life cycle, proactively sharing information and knowledge with the aim of up-skilling staff and improving processes and procedures.
- look for ways to improve utilisation and/or efficiency of ANSTO Group assets e.g. identifying assets not fully utilised before acquiring new assets, create and maintain lists of similar types of asset types including their locations and making these lists easily accessible.
- keep up to date with current and pertinent legislation, accounting standards and statutory regulations to ensure that advice given, and action taken is accurate and relevant.
- undertake additional duties as required and during period of leave of other staff.

### Decision Making

- regarding all Financial Asset matters, in line with policy and standard operations.
- legislative application and compliance within the area of responsibility.
- the levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Financial Delegation Manual AS-1682 (as amended or replaced).

### Key Challenges

- ensuring ANSTO management and governance committees are focused on the critical Asset management controls as listed in the key accountabilities above.
- ensuring good customer service, response times and delivery efficiencies whilst managing conflicting priorities and deadlines
- keeping abreast of recent developments in the field, ensuring continual improvement and implementation of best practise.
- be informed of updates and changes to Finance procedures and policies and Enterprise Agreements etc. including the ability to apply / implement changes effectively and ensure compliance.
- adapting to changes and upgrades to accounting software packages
- timely documentation and maintenance of asset life cycle processes
- working closely with the Asset Accountants located at various ANSTO campuses to ensure that their assets are accurately accounted for in a timely manner consistently with ANSTO Policies and Guidelines.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Employees	<ul style="list-style-type: none"> <li>• Regarding asset queries</li> </ul>
Capital Committee Chairs and co-ordinators, Capital Program Management Office (CPMO)	<ul style="list-style-type: none"> <li>• Asset queries, technical support for CIC cases, AUC , forecast and target management</li> </ul>
Management	<ul style="list-style-type: none"> <li>• Fixed asset reporting, i.e. forecast depreciation, AUC, asset transfers</li> </ul>
Project Team	<ul style="list-style-type: none"> <li>• Determine asset settlement, useful life</li> </ul>
Asset Accountant	<ul style="list-style-type: none"> <li>• Ensure consistent application of ANSTO policies</li> </ul>
Finance Team	<ul style="list-style-type: none"> <li>• Assets enquiries and forecasting depreciation, asset disclosure requirements, responsibility for the site wide revaluations, impairment reviews, reports from PRC meetings</li> </ul>
<b>External</b>	
Auditors	<ul style="list-style-type: none"> <li>• As required</li> </ul>
Valuers	<ul style="list-style-type: none"> <li>• Periodic revaluations, 3-5 years or as required</li> </ul>

### POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Lead, Project Monitoring and Controls
Direct Reports	Nil
Indirect Reports	Nil

<b>Special / Physical Requirements</b>	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions
Hours:	Willingness to work extended and varied hours based on operational requirements After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

<b>Workplace Health &amp; Safety</b>	
Specific role/s as specified in <a href="#">AG-2362</a> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

## ORGANISATIONAL CHART

Ref published Organisation Chart

## KNOWLEDGE, SKILLS AND EXPERIENCE

1. A relevant degree and CA/CPA qualified preferred and relevant extensive experience.
2. Experience in business advisory services and in the budgeting processes of a medium to large size organisation
3. Sound understanding of and application of accounting standards
4. Sound business acumen and judgement, and the ability to work proactively without supervision
5. Demonstrated analytical skills, including the ability to problem solve
6. Proficient in Microsoft Office, SAP, DocuShare (or similar document management system)
7. Proven project management skills
8. Well-developed verbal and written communication skills, including technical report writing skills
9. Strong team and customer focus with a flexible a flexible approach to work
10. Demonstrated ability to seek continuous improvement
11. High degree of numeracy and attention to detail

## VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position. Line manager is the direct manager of the position. Delegated authority is the most appropriate senior manager within the Business Area ( General Manager or Head , in absence of these roles within structure, it must escalate to Group Executive).

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Feda Daher	Name:	Mark Fairweather
Title:	Lead, Project Monitoring and Controls	Title:	GM CPMO
Signature:		Signature:	
Date:		Date:	