

Position description

Position title	Assistant Fixed Asset Accountant
Position number	201130
Classification level	C
Group	Corporate Services
Reports to	Financial Accounting Manager
Location	1010 La Trobe Street, Docklands
Date	September 2025
Tenure	Permanent full time

Our organisation

VicTrack is custodial owner of Victoria's rail transport land, assets and infrastructure. We work to protect and grow the value of the portfolio, to support a thriving transport system and make travel and living better for all Victorians. With much of our asset portfolio dedicated to rail transport – our land, infrastructure, trams, trains and telecommunication networks – our focus is on strategic asset management and supporting the delivery of better transport solutions.

Whether we're planning and managing the use of transport land, upgrading the telecommunication network or partnering on major infrastructure projects, our job is to ensure the state's assets continue to serve Victoria now and well into the future.

Our core functions include:

- delivering telecommunications infrastructure and services that form the backbone of the transport network from signalling, driver communications, public information displays and myki ticketing
- managing land set aside for transport purposes, including the development and sale of land no longer required for transport to optimise its use
- generating income through land sales and commercial leases that is reinvested into the state's transport system
- providing project management, engineering and construction services to deliver a range of government transport projects from Victoria's Big Build to station and car park upgrades
- managing transport facilities and assets, including the open access Dynon Rail Freight Terminal, heritage buildings and environmental preservation.

VicTrack is the custodial owner of most of Victoria's tourist and heritage assets and performs the role of Tourist and Heritage Registrar.

Our business groups

Our business is made up of two specialist delivery groups – Property and Telecommunications – supported by Corporate Services, Strategy & Transformation and the Office of the Chief Executive.

Our vision

As a part of the transport portfolio, we share a common vision as defined in the *Transport Integration Act 2010*:

“To meet the aspirations of Victorians for an integrated and sustainable transport system that contributes to an inclusive, prosperous and environmentally responsible state”.

In realising this vision, we are working towards a transport system that promotes:

- social and economic inclusion
- economic prosperity
- environmental sustainability
- integration of transport and land use
- efficiency, coordination and reliability
- safety, health and wellbeing.

Our mission

To protect and grow our rail transport assets and drive reinvestment to service Victorians now and into the future.

Our values

- Professional – We make decisions with integrity and respect. By behaving professionally and ethically we win the trust of our colleagues, stakeholders and customers.
- Collaborate – We collaborate to get things done efficiently and effectively. We have greater opportunity through leveraging our collective knowledge, building stronger bonds and respecting each other.
- Achieve – We perform our roles with integrity and skill. We hold ourselves accountable for delivering what is needed and own both our successes and mistakes.
- Innovate – We embrace all new ideas that bring about change that adds value. We become more efficient, effective and competitive.

Dimensions

Reporting relationships

This position reports to the Financial Accounting Manager – Corporate Services.

Budget

N/A

Purpose of the position

Reporting to the Financial Accounting Manager, the Fixed Asset Accountant is responsible for assisting with the management of the Fixed Assets function for VicTrack which includes asset administration and assisting with cyclical asset revaluation.

Key accountabilities/functions

General responsibilities

- Asset administration and rectification tasks, including but not limited to:
 - data cleanse of historical issues within the fixed asset register, including the identification and recording of asset attributes – suitable for revaluation and audit purposes
 - identification of leased assets within the fixed asset register
 - system integration with VicTrack's internal GIS (Railmap)
 - identify and manage asset class changes in the fixed asset register, in particular RSH.
- Assist with the cyclical asset revaluation undertaken by external providers and assist with supplementary closing tasks as determined by the Fixed Asset Accountant – including closing out any issues from previous revaluations. Support the Fixed Asset Accountant with regards to:
 - closure of VicTrack internal projects – working with Finance and Project Managers to ensure that works in progress are capitalised in a timely manner
 - reconcile the fixed asset register (accounting and taxation) of VicTrack and its subsidiaries
 - ensure assets transferred from government agencies and alliances capture all attributes required for the VicTrack fixed assets register
 - assist with asset disposals, ensuring there are appropriate levels of approvals as per the delegations of authority policy.
- Assist in the development of financial policies, procedures, objectives and plans in relation to fixed assets, works in progress, and general capital expenditure – and ensure process improvements are implemented with appropriate system controls.
- Participate in special projects and detailed analyses of VicTrack's operations as required to assist management in the review of operating expenses and efficiency.

Customer focus

VicTrack staff practise customer focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting customer needs. We listen to customers about their expectations and focus on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with the *Occupational Health and Safety Act*, as it applies to self, tenants and customers, and environmental legislation in regard to preserving the environment.

Rail safety

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, must:

- be responsible for their actions where those actions can in any way affect or compromise railway safety
- be aware of the railway safety requirements associated with their duties and responsibilities
- take whatever action is possible to prevent unsafe conditions and/or incidents
- report any railway safety problems/hazards to the Manager Safety
- safely access the rail corridor.

Individual attributes

Qualifications

- Relevant tertiary qualification in Commerce or related field; and
- Post-graduate qualification – Chartered Accountant (CA) / Certified Practising Accountant (CPA) or working towards.

Knowledge and experience

- Understanding of AASB116 Property, Plant and Equipment – and the related statutory reporting and compliance requirements, with knowledge of how they apply to government entities.
- Ability to interpret key accounting principles relating to Fixed Assets and WIP, both from a technical perspective and their practical application.
- Experience in managing and maintaining fixed asset registers for organisations with significant asset holdings, and ensuring high quality of data integrity within.
- Demonstrated experience in using Microsoft Office (including advanced MS Excel skills).
- Demonstrated experience in ERP software – Technology One system or similar is preferred.

Skills

- High level interpersonal skills and effective communication skills – verbal and written, with a wide range of stakeholders, and build / enhance relationships.
- Demonstrated ability to work in a team environment and contribute positively to team goals.
- Excellent organisational skills, including the ability to prioritise and manage tasks autonomously, meet deadlines with minimal supervision, while minimising risk to the organisation.
- Excellent analytical and business acumen skills, including supporting and participating in continuous improvement.
- Excellent interpersonal skills, including strong negotiation and influencing skills.
- Strong attention to detail, and ability to solve problems in an ever-changing work environment.

Interpersonal and other features

Internal relationships

- All VicTrack employees

External relationships

- Auditors – internal and external;
- External advisory organisations;
- Governmental Finance teams (i.e. DTP, DTF, PTV, etc...)
- Asset Valuers