

ASSET ACCOUNTANT

Position Level: L5

Location: Perth

Effective Date: October 2025

Responsibilities

The Asset Accountant is responsible for the maintenance of the fixed asset register and providing support to the business to track capital expenditure. The Asset Accountant assists by providing accurate, complete and proactive accounting data and analysis to support our business.

Reporting

The Asset Accountant reports to the Senior Financial Accountant.

Accountabilities

Result Area	Major Activities
1. Safety and People:	• Further a safe, inclusive, and collaborative workplace, that supports the mental health and wellbeing of self, and others. • Identify actions and changes that lead to Pilbara Ports continually improving its safe work environment; both physically and psychologically.
2. Integrated Management Systems:	• Develop and oversee the systems that ensure Pilbara Ports complies with all applicable codes, as well as its legal and statutory requirements. • Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems including Quality, Environment, Safety and Information Security.
3. Finance Functions:	• Complete accounting and financial processes in compliance with current accounting standards, audit requirements and internal controls. • Ensure financial processes are operating efficiently and effectively. • Complete end of month finance activities and general ledger reconciliations. • Maintain existing finance documentation, work instructions and procedures. • Fixed asset tasks: ○ Maintain the fixed asset register, ensuring accurate and timely fixed asset recognition, classification and disposals ○ Monthly reconciliation and reporting ○ Coordinate and report on the annual asset verification ○ Assist with the asset fair valuation process. • Project tasks: ○ Reconcile project ledger and capital work in progress. ○ Provide financial support to the business: ▪ project cost control ▪ end of month accounting processes ▪ capital project analysis

	capital / operational cost classification.
4. Leadership:	- Provide technical advice and accounting support to the finance team and the business. - Provide back up and support to other Accountants in the team.
5. Reporting:	- Assist with the preparation of financial reporting, ensuring the integrity of financial accounting records as per current accounting standards and audit requirements. - Assist in meeting various Government reporting requirements and major capital project reporting.
6. Research, Analysis and Advice:	- Undertake research and analysis of tax and accounting matters to ensure compliance with: - Tax legislation; and - Accounting standards. - Provide advice and recommendations for continuous improvement. - Keep well-informed of current and best practice accounting processes.
7. Other Duties:	- Provide support to the Senior Financial Accountant and Finance Manager as required. - Other duties as requested by the Senior Financial Accountant and Finance Manager.

Selection Criteria

Qualifications:

- A tertiary qualification in commerce, business or a related discipline.
- Membership of the Australian Society of CPA's or the Institute of Chartered Accountants in Australia and New Zealand (preferred).

Personal Attributes:

- Exhibit behaviours that align with Pilbara Ports' values of Safety, Excellence, Teamwork, Integrity, and Care.
- Demonstrated commitment to an inclusive work culture that encourages diversity.
- Solutions focused individual who likes to be challenged by complex problems.
- A collaborative communication style that engages others to work together to achieve outcomes.
- A curiosity to learn and understand how business areas work and interact with each other.
- Ability to make effective decisions, analyse problems and identify solutions in a changing environment.
- High standards in personal ethics, professionalism and probity.

Work Related Requirements:

- Demonstrated understanding and practical application of accounting standards and taxation legislation.
- Well-developed written and verbal communication skills.
- Well-developed organisational ability and success in coordinating numerous actions to deadlines.
- Highly developed conceptual and analytical thinking.
- Excellent customer service delivery skills with the ability to liaise effectively with external and internal stakeholders.
- Working knowledge of Government Trading Enterprises would be an advantage.

Sound computing skills, as well as the ability to gain a Maritime Security Identification Card, and WA Driver's License are prerequisites for positions with Pilbara Ports.