

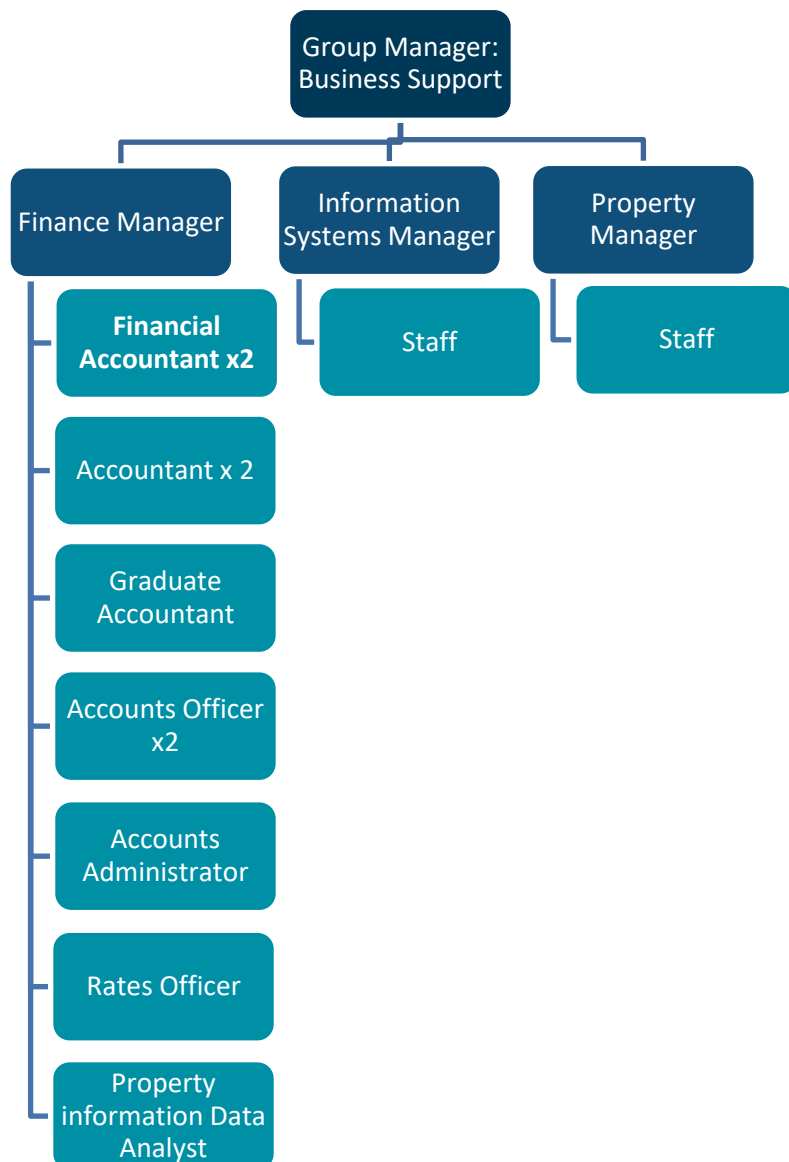
# Position Description

<b>Position Title:</b>	Financial Accountant
<b>Reports To:</b>	Finance Manager
<b>Team:</b>	Finance Team
<b>Group:</b>	Business Support
<b>Employment Type:</b>	Permanent
<b>Date Modified:</b>	September 2023

## Purpose

To maintain Council’s financial records, perform financial accounting duties and prepare financial data and reports for managers and Council.

## Group Structure



# our Purpose

Supporting our communities to thrive by working together to provide services and places for people to connect, grow, live, work and play.

# our Values

Our Values describe how we are going to achieve our purpose and vision, and they underpin how we work; they support how we make decisions, how we treat each other and our communities, and how we behave everyday. They guide us all and they apply to everyone in our organisation, no matter where we work or what we do.



- ✓ Build trust by communicating openly and acting with integrity
- ✓ Apply a customer lens to everything we do
- ✓ Make responsible decisions by balancing different needs
- ✓ Plan for our future and think sustainably
- ✓ Take responsibility and "own" our roles



- ✓ Know our stuff and encourage knowledge sharing and professional growth
- ✓ Learn from our successes and mistakes
- ✓ Aim to improve and innovate by questioning the status quo & bringing ideas to life
- ✓ Focus on solutions
- ✓ Follow through with our commitments



- ✓ Collaborate and tackle challenges together
- ✓ Work with and for our communities
- ✓ Think about how our work impacts others
- ✓ Acknowledge and celebrate our achievements
- ✓ Value and encourage social connections



- ✓ Encourage diverse ideas
- ✓ Keep an open mind
- ✓ Have empathy for and support one another
- ✓ Care for the wellbeing and safety of ourselves and others
- ✓ Seek to understand what is important to others

## Key Accountabilities

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### Accounting Services and Financial Control

- Act as an account manager for assigned teams/activities of Council, providing a high level of customer service.
- Provide effective training and timely advice and assistance to activity managers and staff on financial budget or system matters, proactively reporting any areas of concern.
- Project manage the Annual Report, preparing accurate financial information in accordance with GAAP and IPSAS, meeting all project milestones and being the point of contact with the auditors.
- Take a lead role in the preparation of the Annual Plan and Long-Term Plan, including liaison with auditors and external advisors, providing support and advice to activity managers in order to meet project milestones.
- Peer review month end processing, reconciliations, and monthly financial variance reports to Council.
- Oversee the preparation of returns including Income Tax, Fringe Benefit Tax (FBT), Goods and Services Tax (GST), Statistics NZ and Ministry of Economic Development (Civil Defence) claims, ensuring statutory requirements are met.
- Monitor all financial ledgers and the chart of accounts to ensure all financial transactions are accurately processed in accordance with established internal controls, with any variances are identified in a timely manner.
- Manage the creation of new financial ledgers and other associated tasks at year end/prior to the start of the next year.
- Monitor and maintain job costing systems and assist internal customers with job costing matters.
- Reconcile WIP or oversee the WIP process.
- Continuously develop your knowledge of all financial systems, including Technology One's financial module, to ensure they operate effectively and reliably, providing any improvement ideas to the Finance Manager.
- Share and expand your professional knowledge and system expertise with other team members assisting with day-to-day advice and problem solving informally or as a mentor when assigned.
- Prepare and present financial information to Management, Council or Community Groups, as required.

### Corporate Contribution

- Contribute to and follow the organisations governance, corporate plans, policies, projects, initiatives and strategies.
- Participate in performance development and assessment processes.
- Contribute to and follow health and safety policies and procedures.
- Ensure proper care and use of plant, vehicles and equipment.
- Assist in providing civil defence functions and / or maintain the provision of essential services in emergency management events.
- Undertake any other relevant duties, including attending out of hour's meetings as requested by your Manager or Group Manager.

## Position Requirements

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

### Personal Qualities

#### Conceptual and Analytical Ability

- Deals with concepts and complexity comfortably.
- Uses analytical and conceptual skills to reason through problems.
- Has creative ideas and can project how these can link to innovations.

#### Customer Focus

- Listens to customers and actively seeks to meet or exceed customer needs.
- Looks beyond the obvious to improve levels of service.
- Committed to delivering high quality outcomes for customers.

#### Detail Focus

- Observes fine details and identifies gaps in information.
- Prefers to follow processes to complete tasks.
- Considers maintaining levels of accuracy of high importance.

#### Relationship Building

- Builds strong collaborative relationships within the team.
- Promotes understanding and compromise through diplomatic handling of conflict.
- Forges useful partnerships with people across business areas, functions and organisations.
- Builds trust through consistent actions, values, communication and minimising surprises.

### Knowledge and Skills

#### Advanced Computer Skills

- Uses a wide range of advanced software application features.
- Able to problem-solve issues on software applications.
- Interrogates software applications to evaluate performance and provide information.

#### Organisational skills

- Sets clearly defined objectives and priorities to ensure goals and deadlines are met.
- Priorities activities and operates accordingly, reviewing and adjusting as required.
- Recognises actual and potential barriers and finds effective ways to deal with them.

#### Systems Thinking

- Diagnoses trends, obstacles and opportunities in the internal and external environment.
- Understands how various processes within the organisation integrate, identifying opportunities for improvement.
- Audits existing systems and considers alternatives to ensure greatest productivity is achieved.

#### Specialist Expertise

- Bachelor of Commerce with accounting major.
- At least 5 years practical work experience.
- Chartered Accountant.

## Success Measure

- Review monthly reconciliations within 15 days of month end, assisting and providing feedback where appropriate.
- Process all journals within 2 working days of receipt.
- WIP is reconciled with the general ledger.
- Ensure new financial ledgers are set up and operational within 3 days of financial year end.
- Monthly reports to Council adhere to the agreed timetable.
- The Annual Report process adheres to the agreed timetable.
- The Annual Plan and Long Term plan process adheres to the agreed timetable.
- 120 hours of CPD of which 90 hours must be verifiable per triennium (3 year period).