

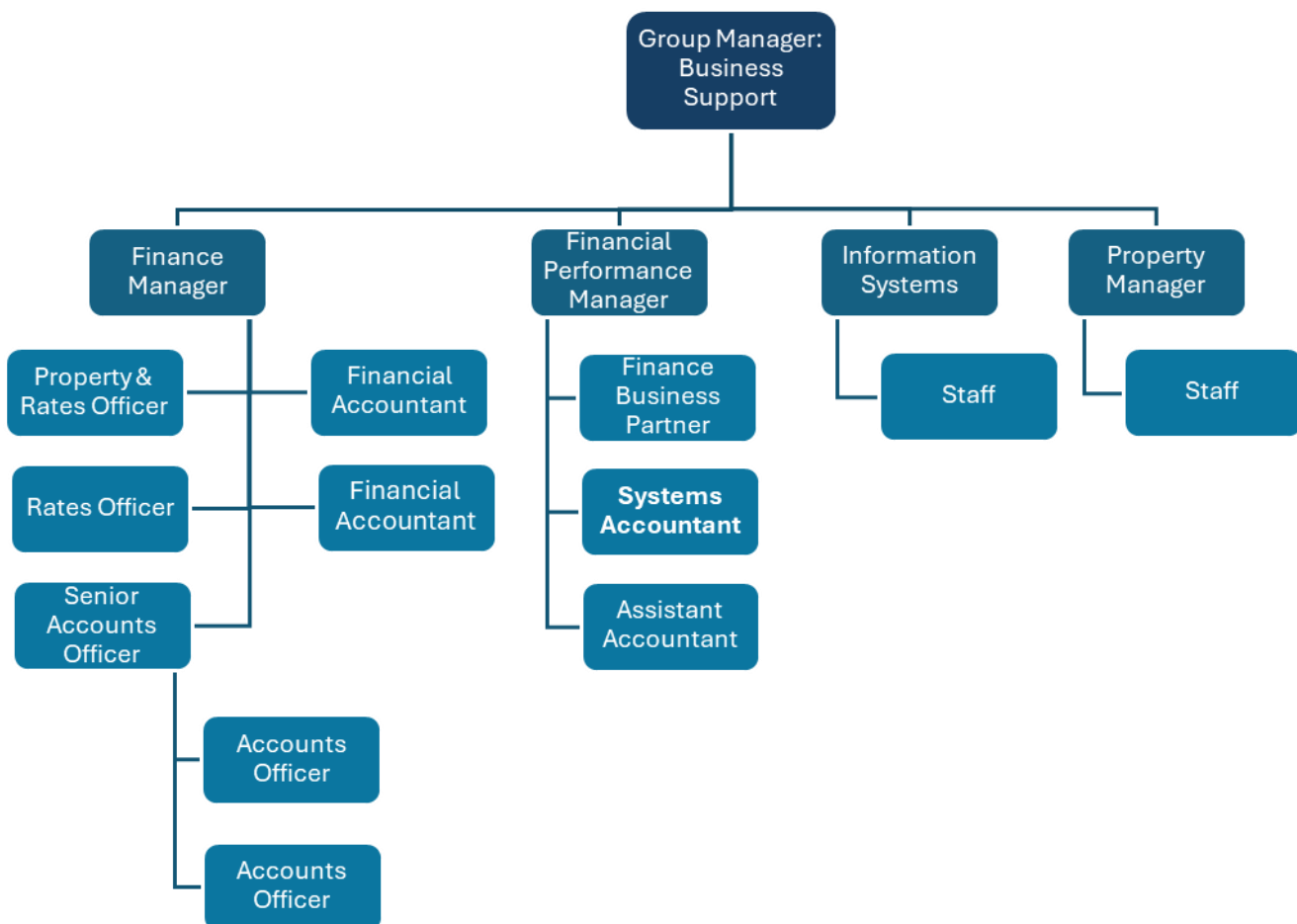
Position Description

Position Title:	Systems Accountant
Reports To:	Financial Performance Manager
Team:	Financial Performance Team
Group:	Business Support
Employment Type:	Permanent
Date Modified:	July 2025

Purpose

To be the key lead in the development and maintenance of the Council’s financial systems, including the review and improvement of processes and reporting.

Group Structure



Purpose

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

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.



WE DO WHAT'S RIGHT

Ka mahi tika ai tātou

- ✓ 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



WE MAKE IT HAPPEN

Ka whakarite ai tātou

- ✓ 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



WORK AS ONE

Pakihiwitahi ai tātou

- ✓ 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



WE RESPECT EVERY VOICE

Kauauanu ana ngā reo ai tātou

- ✓ 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

Accounting Services and Financial Control

- Develop, maintain and enhance financial and rating systems and associated reporting including asset management and external reporting.
- Lead process improvements through the finance team and ensure the effectiveness of financial controls.
- Ensure the systems are robust, customer friendly and fit for purpose and that transactional processing is reliable and accurate.
- Develop and maintain the Technology One budgeting system which is used to produce the 10-year Long-Term Plan and Annual Plans.
- Act as the key liaison for the finance team with the Information Technology team (IT).
- Provide support to finance team members to ensure the prompt resolution of issues.
- Actively ensure that legislative requirements and Council policies and procedures are fulfilled, particularly in relation to all key relevant legislation.
- Contribute to the delivery of the Annual Report, responding to the provision of information requests to audit.
- Contribute to the preparation of the Annual Plan and Long Term Plan as required.
- Manage the creation of new financial ledgers and other associated tasks at year end/prior to the start.
- Support the Finance team with the preparation and presentation of information and reports for Council's CCO's.
- Continuously develop your knowledge of all financial systems, including Technology One's financial module, to ensure they operate effectively and reliably, sharing any improvement ideas.
- Provide training on financial systems and processes.
- 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.

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's degree with an accounting or systems major.
- At least 5 years practical work experience in financial systems and process improvement.
- Preferably a Chartered Accountant or similar qualification.
- Preferably experience in the Local Government sector.