



Position Description

Position Title: Financial and Management Accountant

Tenure/Hours: Permanent Full Time
8 hours per day, Monday to Friday
On call for emergency operations

Position Summary: This role assists with the effective delivery of the Finance function to improve the effectiveness of the organisation in achieving its goals in the areas of strategic financial management, risk management and statutory reporting.



COUNCIL MISSION

In partnership with tangata whenua and our communities, we will innovate and collaborate to enable a range of opportunities for the Tararua District.

Mā te mahi tahi mātou o kaunihera ki ngā tangata whenua, ka auaha aheinga mō tātou katoa o te rohe o Tamaki-nui-a-Rua



DISTRICT VISION

Vibrant, connected communities where our land and waters are nurtured and our people flourish.

Mā te whenua, mā te waiora tatou e ora ai hei hapori ngangahau hei hapori honohono hoki.

What you will do

Responsible for and managing the financial aspects of Asset Management

- Working with the Finance Team to ensure that the Asset Registers for the infrastructure, operational and intangible assets are maintained.
- Support asset staff with capitalising infrastructure assets and process the correct general ledger journals.
- Reconcile infrastructure, operational and intangible assets from the Asset Management Systems to the general ledger.
- Post depreciation monthly for both operational, and infrastructure assets.
- Fixed asset disclosures in the Annual Report are updated accurately and reconcile to the General Ledger and Asset Management Systems.
- Liaise with and provide support to the asset team to capture asset information for asset management plans.

Asset Valuations

- Assist the Finance Manager and Alliance Planning Manager in liaising with external valuation service provider(s) to ensure accurate and reconciled asset information is provided in a timely manner (three yearly for buildings, annually for all other valued assets).
- Support Assets Team to determine/validate unit rates for asset valuation.

Performance Reporting

- Assist the Finance Team collate, interpret, and review performance information (financial and non-financial)
- Assist the Finance Team with preparing published quarterly reports to Councillors, so they are presented in a format that is understandable, including commentary on

significant variances and their implications from budget and forecast.

- Analysing and modelling strategies that enable the Council to achieve its goals within the constraints of its funding limits.

Business Partner

- Partner with budget holders, providing quality advice, support, and monitoring across the organisation in a proactive manner.

Statutory Reporting

- Assist the Finance Manager in preparing and processing data for inclusion and the preparation of Council's Annual Plan, Long-Term Plan and Annual Report.
- Ensure supporting workpapers are accurate, easy to follow, and prepared timely in relation to the annual audit.

Reconciliations and managing financial controls.

- Complete Financial and Management Accountant tasks, including the preparation and review of reconciliations and journals to ensure information is available to the organisation in a timely manner.
- Work with the Tararua Alliance Engineering Services Manager to ensure Council's monthly Waka Kotahi subsidy claim is accurate and lodged in a timely manner.
- Liaise with the Finance Manager to smooth and share workloads across the team.
- To carry out projects as and when required by the Finance Manager.

Financial Systems

- Support the Systems & Management Accountant with the running and upgrades of financial systems as required.

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- Tertiary qualification majoring in Accounting/ Finance, e.g. NZQA Diploma (Level 5) or Degree
- Sound knowledge of financial controls
- Resourceful and able to work unsupervised.
- Sound knowledge of financial and management reporting systems, principles, and standards
- Well-developed business, political, and financial acumen with a successful history of sound decision making.
- Ability to analyse complex issues resulting in the development of solutions that promote the efficient and effective use of resources in a timely manner.
- High degree of integrity with the ability to maintain strict confidence especially when dealing with sensitive and confidential information.
- Effective communication and time management skills
- Positive can-do attitude
- Willingness to learn in a collaborative team environment.

Desired

In addition to the required fields, there is also several competencies where an expert level of knowledge/experience is desired.

- Member of CAANZ
- Long term strategic view with a proven ability to develop and implement sound business plans.
- Knowledge of the Statutory frameworks, Company law and accounting statements
- Project management skill

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

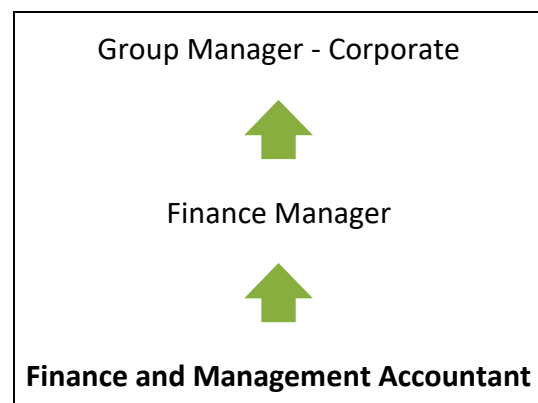
We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures.
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold the principles of Te Tiriti o Waitangi, commit to our partnerships with mana whenua and increase our knowledge of te ao Māori, te reo Māori and tikanga Māori.
- Act as an ambassador for our Council, living the council values.
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position.
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training.
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives.

Your reporting lines



Additional Information

Delegations

Number of people reporting to the role	N/A
Financial delegation	\$20,000
Contract delegation	N/A
Statutory delegation	N/A

Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

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Approved: (Manager/Supervisor)

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Date:

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Agreed: (Staff Member)

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Date: