



## Position Description – Fixed Asset Accountant

**This position reports to:** Head of Financial Control      **Career Level:** 16

### Position purpose:

The role of Fixed Asset Accountant is focused on both the preparation and analysis of financial information pertaining to fixed assets, intangible assets and work in progress. The key accountabilities are as below:

- Managing fixed asset movements, including depreciation, disposal, acquisition, impairment testing;
- Preparation and posting of monthly depreciation journals;
- Preparation/review of the monthly reconciliations;
- Managing asset revaluation programme;
- Prepare information to support preparation of the Annual Plan, Annual Report and Long-Term Plan.

### The key areas of responsibility include:

- Ensure efficient control, management and reporting of fixed assets;
- Ensure fixed asset transactions comply with the relevant legislation, policies and accounting standards;
- Take ownership for the reliability, accuracy and timeliness of data and reporting related to fixed assets;
- Liaise with external auditors regarding fixed assets and WIP balances;
- Contribute to the overall effectiveness and improvement of the Finance team;
- Assist with developing and improving Council policies regarding assets;
- Assist with reporting to Council and ELT;
- Monthly reconciliation of the relevant balance sheet control accounts.

**Direct reports:** Nil

**Indirect reports:** Nil

### Deliverables

<b>Big Picture</b>	<ul style="list-style-type: none"> <li>• Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required.</li> <li>• Stay up to date with legislation and practices as appropriate to role.</li> <li>• Understand the intent/ethos of local government and the services provided by other parts of the Council.</li> <li>• Stay informed of organisational activities and decisions through being attentive to communications.</li> <li>• Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work</li> </ul>
<b>Performance</b>	<ul style="list-style-type: none"> <li>• Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently.</li> <li>• Report on progress to plan, and against own KPIs.</li> <li>• Take an active role in own goal setting, learning and development.</li> <li>• Correctly and appropriately use technology as required for role, including new technologies.</li> </ul>

	<ul style="list-style-type: none"><li>Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment.</li><li>Comply with all legislation and Council policies.</li><li>Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment.</li><li>Set a positive example for punctuality, attendance, and work ethic</li></ul>
People & Culture	<ul style="list-style-type: none"><li>Act in ways that align with and promote Council values.</li><li>Be a positive and constructive team member.</li><li>Collaborate on cross team/discipline projects and teams as required.</li><li>Constructively and successfully adapt to changes.</li><li>Take positive actions to keep self and others physically and psychologically safe and well.</li><li>Attend, be prepared for and engage constructively in all meetings.</li><li>Deliver exceptional customer service consistently (make every interaction count)</li><li>Build effective, sustainable relationships at all levels.</li><li>Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role)</li></ul>
Requirements for all staff	<ul style="list-style-type: none"><li>Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.</li><li>Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks, and incidents are reported using Vault.</li><li>Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.</li><li>Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.</li><li>Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.</li></ul>
Emergency Management requirements for all Council Staff	<ul style="list-style-type: none"><li>Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be considered. Required assistance may include:</li><li>Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.</li><li>Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.</li><li>Participate in any required Civil Defence exercises to ensure that essential services are maintained.</li></ul>

Authorities

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

Skills and Experience

Essential	Desirable
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<ul style="list-style-type: none"><li>• 5+ years' accounting experience within in a large multidisciplinary and complex organisation.</li><li>• Ability to establish a position as a trusted advisor.</li><li>• Demonstrated success in working collaboratively and leading significant organisational and cultural change initiatives.</li><li>• Ability to communicate clearly and appropriately.</li><li>• Strong stakeholder management skills, with experience in a complex stakeholder environment.</li></ul>	<ul style="list-style-type: none"><li>• Experience working in a local/central government environment</li></ul>
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Key relationships

External	Internal	Committees/groups
Council customers Selwyn residents External contractors Auditors Professional service providers CCO's Other Territorial and Regional Authorities Government Agencies (incl MfE, MBIE, Work safe NZ, Ministry of Justice, Police, ACC) Non-government agencies Business & tertiary groups	Chief Executive Executive Leadership Team Council staff Mayor Elected Councillors Elected Community Board Members	Committees of Council Business organisations and networks Special interest groups and committees

## Leader of leader competencies



**Eats problems for breakfast.** Confidently tackles difficult problems including those which involve more than just their own team. Generates suitable solutions when no clear guidance exists.



**Does Change Well.** Introduces significant and modernising changes. Steadfast, and skilled at bringing people on the journey.



**Builds Togetherness.** Effectively works with people and teams across Council. Skilful at building useful relationships. Proactively supports the principles of Te Tiriti o Waitangi.



**Rocks the messaging.** Communicates effectively to generate interest in complex topics. Able to respond effectively to challenges and tough questions.



**Tackles the tough stuff.** Acts with the organisation's best interests at heart, even where it means making unpopular decisions or raising difficult topics.



**Delivers the goods.** Effectively deals with issues which could hamper progress. Maintains a clear line of sight to strategy.



**Brings out the best.** Empowers people to become better leaders through developing their thinking skills and providing opportunities. Role models self-development.



**Sets the tone.** Creates a values-driven team. Demonstrates positivity in the face of challenges.

## Education, Qualifications, Memberships

Essential	Desirable
<ul style="list-style-type: none"> <li>Tertiary qualification in accounting or equivalent</li> <li>Advanced user of MS Office Suite.</li> <li>Experience working with financial systems.</li> </ul>	<ul style="list-style-type: none"> <li>Local government experience.</li> </ul>

The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, it may be necessary to consider changes to the position description in response to the changing nature of our work environment.

Be a good  
human

Be brave – think  
differently

Better  
together

Make it happen  
for Selwyn

 **Selwyn**  
DISTRICT COUNCIL