

JOB DESCRIPTION

Job Title	Finance & Reporting Analyst
Position Status	Permanent
Hours of Work/Days of Work	40 hours per week – Monday to Friday
Business Unit & Team	Corporate Services, Finance Team
Reports to	Manager, Finance
Direct Reports	N/A
Base Location	Mangawhai/Dargaville
Salary Grade	Grade 13
Delegations	N/A
Key Internal and External Partners/Customers	Finance team, Roding team, Roding suppliers, NZTA

ABOUT KAIPARA

Kaipara te Oranganui. Two oceans, two harbours.

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans, and support them to achieve their own. We love what we do, and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (team work), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

ROLE PURPOSE

To assist the Council's roading function with financial administration, reporting, analysis, and maintaining data integrity. Uses systems to provide insights to contribute to the development of roading projects and initiatives.



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

KEY RESPONSIBILITIES

Data Collection, Management, Analysis and Reporting	<ul style="list-style-type: none"> • Monitor performance and compliance against Key Performance Indicators. • Provide roading function analysis and reporting on a monthly, quarterly and annual basis. • Management and processing of claims • Management and processing of timesheets • Contribute to internal and external audit processes. • Contribute to development of roading policies and procedures • Ensure all current process and procedures for the management of roading data and information are up to date. • Input and review data in the Roding asset data systems to ensure accuracy. • Develop and run queries to export data for analysis and reporting purposes. • Liaise with internal and external data providers to determine status of data. • Prepare and run routine reports.
Roding and project financial administrative support	<ul style="list-style-type: none"> • Prepare monthly reports on key performance measures for Service Level Agreements. • Maintain and develop financial report templates. • Maintain financial records for the approved roading programme and expenditure re-forecasting. • Track and monitor financial/budgets, variances, reconcile invoices, code invoices for payments, raise purchase orders, process monthly accruals. • Liaise with the roading team in the financial administration of roading projects and contracts. • Work with the roading team to prepare the allocation, processing and general ledger coding of engineering contracts and creditor invoices in a timely and efficient manner. • Provide project cash flow forecasts. • Proactive improvement of financial reporting and associated business processes. • Undertake regular system audits and prepare reports.
Systems improvement	<ul style="list-style-type: none"> • Maximise the functionality and value derived from our existing data toolkit. • Identify opportunities • to develop data reporting to meet business needs.

KDC CORE RESPONSIBILITIES

Health, Safety & Wellbeing	<ul style="list-style-type: none"> • Take care of your own health, safety and wellbeing and that of others affected by your work • Ensure prompt reporting of all Health and Safety hazards or incidents
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Whakaute
RESPECT



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Professional Development	<ul style="list-style-type: none"> • Participate in monthly and yearly roadmap planning and chats with your manager • Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities. • Complete annual mandatory learning.
Other Organisational Responsibilities	<ul style="list-style-type: none"> • Provide CORE customer experience (connected, open, reliable and easy) • Champion our values • Adhere to our ways of working (WoW) • Observe KDC policies, procedures and guidelines • Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice • Maintain records in compliance with the Public Records Act 2005 • Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required • Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies • Other tasks and/or projects as assigned

COMPETENCIES

Leader of Self

- Work Together
- Deliver Results
- Champion Innovation
- Provide Customer Experience Excellence
- Make Informed Decisions
- Communicate Clearly.

SUCCESS PROFILE

Qualifications & Experience

- A minimum of five years' work experience in financial administration, particularly in contracts, records systems and procurement.
- Experience managing and analysing financial data and producing reports.
- Experience in mapping processes, with ProMapp experience desirable.
- Experience working with Microsoft Office including Word, Excel, PowerPoint, Outlook, SharePoint, Power

Role Specific Skills & Attributes

- Problem solving.
- Ability to work with complex data and draw business-relevant conclusions.
- Ability to communicate data insights to the business.
- Attention to detail and accuracy.
- Ability to maintain confidentiality.



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



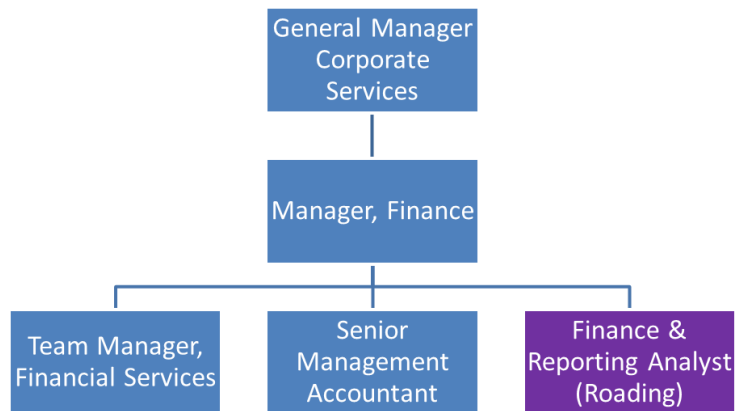
Pono
TRUSTWORTHY



Mana
INTEGRITY

BI, and the ability to quickly learn other systems.

ORGANISATION CHART



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



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