

POSITION DESCRIPTION

Accountant

Kaitiaki Pūtea



Job Title:	Accountant
Group:	Finance and Risk
Location:	Paeroa Office
Reports to:	Management Accountant
Supervisory Responsibility:	None
Functional Relationships:	Head of Finance and Risk, Finance Team, Budget Managers, All Staff, Auditors
Authorities:	In accordance with the Delegation Manual

General function of the position

To assist the Management Accountant in the control of Hauraki District Council's financial performance through the preparation, delivery and analysis of financial information as required, and by supporting budget managers to enable financial competence.

Organisation values

Hauraki District Council (HDC) has four values that form the core of how employees carry out their work and conduct interactions both internally and externally. The values shape the culture of our organisation and demonstrate what is important within HDC. These values focus on 'how' we do the job, and 'how' we conduct ourselves in the workplace. This is 'The Hauraki Way'.

Communication Kōrerorero	Respect Whakaute	Commitment Manawanui	Positive attitude Ngākau reka
<ul style="list-style-type: none"> I share relevant information with others I listen to understand I value feedback I use an appropriate communication style 	<ul style="list-style-type: none"> I always keep an open mind I acknowledge and respect differences of opinion I am always considerate and understanding I treat others as I would want them to treat me 	<ul style="list-style-type: none"> I always do my best I follow through for my customers and team I go the extra mile I take personal responsibility for my actions – I walk the talk 	<ul style="list-style-type: none"> I offer ideas and solutions I look for better ways of doing things I am fun to work with I am a can-do employee



Key tasks

1. To assist with developing, compiling, and providing advice on the financial components of Hauraki District Council's (HDC) Long Term Plan, Annual Plan, and Pre-Election Report.
2. To deliver reporting as directed by the Management Accountant to enable HDC's monthly financial reporting framework.
3. To provide support and guidance to enable budget managers across the organisation.
4. To assist the Management Accountant in delivering components of HDC's Annual Report.
5. To maintain General Ledger and other financial hierarchies.
6. To initiate and implement improvements in relation to functions of the role.
7. To support customers with integrity and professionalism.
8. To continually seek improvement in professional development.
9. To show a commitment to Hauraki District Council and provide organisational support as required.

1. Long Term Plan, Annual Plan, Pre-Election Report

	Key Tasks	Key Performance Indicators (KPIs)
1.1	Assist with developing and maintaining the financial model to produce the financial components of the Annual Plan (AP) and Long Term Plan (LTP).	<ul style="list-style-type: none"> Revenue and finance policy elements are reflected in the model. Ongoing improvements in formatting and readability are made.
1.2	Liaise with Strategic Planning staff in the development of the milestones as they relate to finance for the AP, LTP, and the Pre-Election Report.	<ul style="list-style-type: none"> Financial information submitted to the AP, LTP and Pre-Election Report are in line with agreed timetables.
1.3	Assist with the preparation and approval of the financial sections of the AP, LTP, and the Pre-Election Report.	<ul style="list-style-type: none"> Partners with stakeholders to complete their inputs. Prepares and submits financial reports and information to the AP and LTP as required in line with agreed timetables. Financial information is reviewed, collated and analysed to produce the required prospective financial statements and components of the AP or LTP. All statutory timeframes and other requirements for plans are met. Plans comply with treasury and other financial policy limits. All appropriate documentation is prepared for the production of annual estimates.
1.4	Work with Strategic Planning staff and external auditors on the audit process for the plans as directed.	<ul style="list-style-type: none"> Financial information is provided and the audit timetable is developed and adhered to. Accurate information and explanations are provided to the auditors on the financial components of the LTP.
1.5	Work with the Management Accountant and organisation as required to develop the schedule of capital expenditure for the AP and LTP.	<ul style="list-style-type: none"> The capital expenditure programme is included in the plan and the impact is recognised in the plan.



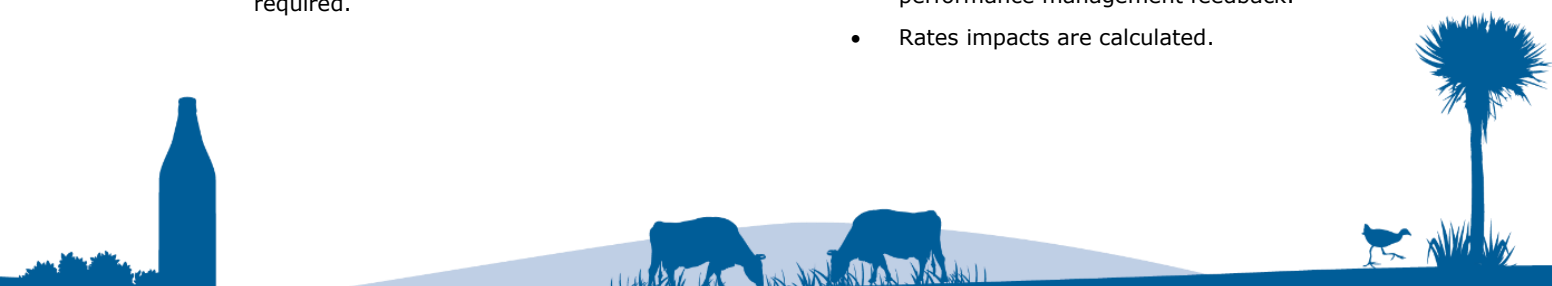
- 1.6 Assist with the calculation of rates per rates code.
- Rate factors and differentials calculated achieve rates revenue targets.
 - Rates models are calculated accurately.
 - Rates models are completed according to agreed timetables.
 - Sample properties are prepared to determine rating implications.

2. Monthly Financial Reporting

Key Tasks	Key Performance Indicators (KPIs)
<p>2.1 Deliver financial models and reports to enable the provision of financial information required to meet the needs of internal and external customers and demands of the organisation as required by the Management Accountant.</p>	<ul style="list-style-type: none"> • Reporting models are maintained as required to supplement Authority reporting. • Reporting models meet the requirements of budget managers. • Financial reports required by the Council and its various Committees are prepared in sufficient time for budget managers to review results prior to agenda deadlines. • Financial performance information is available to budget managers in sufficient time to review the reports for reasonableness. • Partners with budget managers to facilitate appropriate variance explanations or re-forecast requests. • HDC's management reports including original forecasts, budget revisions, re-forecasts, and variance explanations are reviewed and collated and further reviews are discussed with budget managers. • Forecasts are established by budget managers at the start of the financial year and re-forecasted as necessary. • Forecasts of end-of-year outcomes are incorporated in the Council Report and updated at appropriate intervals. • Liaises with the Management Accountant to provide financial ad hoc reports, statistics, forecasts and other information necessary for effective financial management.

3. Support to Budget Managers

Key Tasks	Key Performance Indicators (KPIs)
<p>3.1 Support the Management Accountant in liaising with budget managers to ensure integrity of:</p> <ul style="list-style-type: none"> • Year-to-date (YTD) financial numbers • Forecasting for the remainder of the year • Highlighting potential budget overrun risks • Variance explanations <p>3.2 Carry out project analysis and evaluation as required.</p>	<ul style="list-style-type: none"> • Budget managers understand the financial messages their financial reports are conveying. • Monthly financials for the designated function are produced in accordance with adopted timetables. • Positive feedback from staff as measured by performance management feedback. • Rates impacts are calculated.



		<ul style="list-style-type: none"> Projects are evaluated and reported on using contemporary methods of analysis. Analysis is sound, accurate and well presented.
3.3	Assist with Waka Kotahi (NZ Transport Agency) Subsidy Claims as required.	<ul style="list-style-type: none"> Monthly transport subsidy claims are produced in a timely manner in accordance with Waka Kotahi funding policy and to ensure cash flow advantage as required. The jobholder provides assistance during Waka Kotahi Audit to ensure the audit runs smoothly.
3.4	Provide support and guidance to enable stakeholders and budget holders with budget management competency as required.	<ul style="list-style-type: none"> Provides one-to-one guidance to stakeholders and budget holders as required. Assists with initiatives to support overall budget management competency.
3.5	Develop ad hoc SQL query reports and models as required to supplement Authority reporting and meet the needs of budget managers.	<ul style="list-style-type: none"> Provides advice on reporting solutions and generates reports and models through data extraction and manipulation techniques as required. Non-standard reports not readily available through the system are developed and maintained.

4. Annual Report

	Key Tasks	Key Performance Indicators (KPIs)
4.1	Produce specific financial information for inclusion in the Annual Report as required.	<ul style="list-style-type: none"> Financial information submitted to the Annual Report and other documents is complete and accurate. Performs and oversees key year-end processes for business units.
4.2	Complete work packages assigned as part of the Annual Report process.	<ul style="list-style-type: none"> Annual Report work packages are delivered in line with agreed milestones as set out in the Annual Report timetable. Financial information submitted to the Annual Report is compliant with NZIPSAS / IFRS and GAAP and any other legislative changes as required.

5. Financial Hierarchy Management

	Key Tasks	Key Performance Indicators (KPIs)
5.1	Maintain General Ledger structure.	<ul style="list-style-type: none"> Ensures accounts are available for allocation of appropriate entries to inform Annual Report according to Accounting Standards. Sets codes to disallow non-relevant entries. Provides training and support. Ensures hierarchy is current. Approves relevant combinations / reject combinations that do not line up with structure and design.



		<ul style="list-style-type: none"> Ensures structure is fit for purpose .
5.2	Maintain Work Order structure.	<ul style="list-style-type: none"> Ensures structure for Work Orders is set up and available for use. Creates available tasks in specific combinations.
5.3	Maintain MagiQ Performance Software.	<ul style="list-style-type: none"> Performs super user function and maintains users and their relevant access levels. Provides support to the organisation. Creates bespoke report templates for individual budget managers.

6. Process Improvements

Key Tasks		Key Performance Indicators (KPIs)
6.1	Actively engage in process improvements in relation to functions of the role.	<ul style="list-style-type: none"> Current processes are evaluated and solutions are formulated to improve efficiencies / effectiveness / correctness.
6.2	Actively seek and promote ideas and initiatives that improve the financial service levels and business processes that over-lap own role boundaries.	<ul style="list-style-type: none"> Service and process improvements are championed and implemented in a way that is well received and enhances and adds value to the wider organisation financial objectives and outputs.

7. Customer Focus

Key Tasks		Key Performance Indicators (KPIs)
7.1	Foster an environment, and provide the systems and resources, in which a customer focus permeates all business activities, internal and external.	<ul style="list-style-type: none"> HDC's customer service goals are communicated and reinforced. The Finance and Risk Team's reporting FAQs are regularly reviewed.
7.2	Ensure that the reputation of HDC is enhanced through a sound relationship with auditors and other professional advisors.	<ul style="list-style-type: none"> There is regular contact/monitoring of customer centric performance. Has regard to appropriate nature of any cultural aspects of the work undertaken.
7.3	Build and maintain positive relationships with customers across the organisation.	<ul style="list-style-type: none"> Solutions are achieved through collaboration with customers. Customers feel supported and empowered by the Management Accounting Team. Positive relationships are formed and nurtured across the organisation.

8. Personal Development

Key Tasks		Key Performance Indicators (KPIs)
8.1	Actively participate and contribute to the achievement of Council's Vision and strategic goals.	<ul style="list-style-type: none"> Jobholder's participation and contribution directly aligns with Council's Vision and strategic goals.
8.2	Contribute constructively and effectively to the activities of Council by participating fully in the delivery of the position objectives.	<ul style="list-style-type: none"> Contribution is effective and valued, and positive feedback on the job holder's



		performance is received and given by the manager / supervisor.
8.3	Take personal responsibility for 'owning performance' and professional development and discussing this with their Manager / Supervisor.	<ul style="list-style-type: none"> Takes an active role in own performance development and raises any concerns in a constructive and good faith manner.
8.4	Demonstrate commitment to up-skilling and further developing specialist knowledge and applying best practice.	<ul style="list-style-type: none"> Takes an active approach in self-learning and familiarisation of Council's plans, policies, procedures and statutory requirements that relate to their role.

9. Other Duties

	Key Tasks	Key Performance Indicators (KPIs)
9.1	Other duties are undertaken as are reasonably required.	<ul style="list-style-type: none"> Other duties are completed as are reasonably required.
9.2	Demonstrate a commitment to a culture of safety and wellbeing within HDC as set out in the HDC Safety & Wellbeing Charter.	<ul style="list-style-type: none"> Actively shows support and commitment to workplace health and safety in accordance with the HDC Safety & Wellbeing Charter so that 'Everyone is Safe and Well at the End of the Day'.
9.3	Take reasonable care for own health and safety, and ensure that own acts and/or omissions do not adversely affect the health and safety of others.	<ul style="list-style-type: none"> Complies with any reasonable instruction that is given by HDC. Co-operates with any reasonable policy or procedure.
9.4	Provide organisational support as required, such as in respect of Emergency Management activities.	<ul style="list-style-type: none"> Employee participates in Emergency Management activities and events as required and as directed.
9.5	Abide by the general expectations, codes of conduct, and policies and procedures as outlined on the HDC intranet.	<ul style="list-style-type: none"> Employee takes an active approach in familiarising themselves with HDC's policies, together with relevant plans, procedures and processes. All applicable policies and procedures are adhered to.
9.6	Participate fully in organisational processes including staff meetings, Personal Performance and Development (PPD) programmes, project teams and other initiatives.	<ul style="list-style-type: none"> Employee takes an active approach in respect of organisational processes and meets expectations with regard to their role in delivering results. Staff meetings are attended, PPD programmes are undertaken, assistance is provided on project teams etc. as relevant.
9.7	Take responsibility for ensuring HDC's information is secure and that appropriate levels of confidentiality are maintained within your job role.	<ul style="list-style-type: none"> The job holder only accesses information for proper cause and/or within their authority. Confidentiality of information about HDC's business, other employees, customers or rate payers is maintained. There is no disclosure of confidential information including making unauthorised statements to the media, or at public meetings which affect or pertain to the Council, customer or client.

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Person specification details

1. Expertise

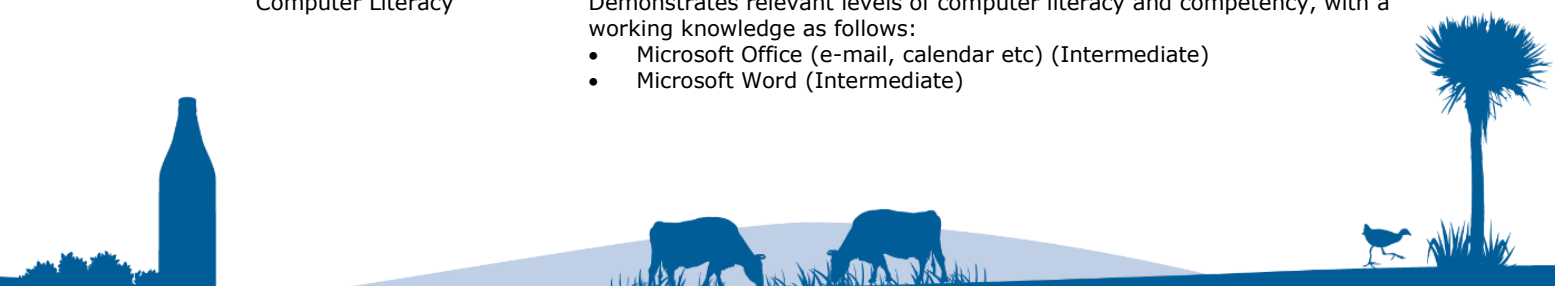
Qualifications:	Bachelor's Degree in Management Accounting or related field CIMA, or CA/provisional membership with Chartered Accountants Australia and New Zealand, or equivalent (desirable)
Experience:	3-4 years relevant work experience

2. Skills

Analytical Thinking	Can gather detailed information and investigate issues in detail to identify trends, patterns and core issues.
Communication	Can clearly convey information and ideas through a variety of appropriate media to individuals or groups in a manner that helps them understand and retain the message. Communicates in a compelling and articulate manner that instils commitment. Responds to correspondence, voice mail and e-mail promptly.
Decision making / Problem solving	Is able to analyse and solve complex problems, form judgements and make decisions within known parameters. Can resolve conflict or differences of opinion. Ability to interpret customer business needs and translate them into application and operational requirements. Establishes and nurtures relationships with stakeholders.
Innovation / Creativity	Is a creative visionary thinker with the ability to generate innovative and achievable concepts.
Interpersonal Relations	Interacts effectively with superiors, peers and subordinates in order to advance the work of the Council. Interactions are based on respect and an appreciation for people with varying backgrounds and viewpoints.
Leadership	Effectively plans, organises, leads and controls to achieve effective group outcomes. Staff are motivated and encouraged to achieve through mentoring, coaching, appraisal and development programmes.
Organisational Awareness	Can identify key decision makers and influencers, and uses that information to gain assistance and for accomplishing work goals
Personal Accountability	Holds self-accountable for the delivery of individual and team outcomes. Is a mentor and serves as a role model for others within the team. Follows through projects to completion. Has high standards of personal integrity and professionalism.
Professional / Technical Expertise	Demonstrates a high level of expertise in all phases of the job and forms opinions and conclusions which are technically sound and well founded.
Professional / Technical Expertise – Financial Analysis	Ability to understand, create and analyse budgets and financial reports.

3. Knowledge

Computer Literacy	Demonstrates relevant levels of computer literacy and competency, with a working knowledge as follows: <ul style="list-style-type: none"> • Microsoft Office (e-mail, calendar etc) (Intermediate) • Microsoft Word (Intermediate)
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- Microsoft Excel (Advanced)
 - Business Information systems

Working Knowledge –
Accounting Principles

Has knowledge and practical experience of accounting principles with advanced management accounting principles.

Working Knowledge –
Authority / SQL

Has thorough knowledge of the financial reporting systems and can generate SQL query reports and modelling.

Working Knowledge -
Document Management
Systems

Has knowledge and practical experience with Document Management Systems

Working Knowledge – Local
Government

Has a basic knowledge of local government (desirable but not essential).

