

## JOB DESCRIPTION

Job Title	Senior Finance and Risk Administrator
Position Status	Permanent
Business Unit & Team	Finance
Reports to	Manager, Finance
Direct Reports	N/A
Base Location	Mangawhai/Dargaville
Salary Grade	Grade 12
Delegations	N/A
Key Internal and External Partners/Customers	Manager Finance, Manager Quality Assurance, Asset Management staff, etc.

## 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

The Senior Finance and Risk Administrator is responsible for supporting the Manager, Finance on reporting and administration especially in the risk and insurance areas. They will also support the function of financial services on month end close, general ledger management and senior accounts payable functions.

## KEY RESPONSIBILITIES



**Whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY

<b>Risk Administration</b>	<ul style="list-style-type: none"> <li>• Support the Manager, Finance on monthly, quarterly and annual risk reporting (activity managers, executive team, elected members and Audit, Risk and Finance Committee).</li> <li>• Support the Manager, Finance on Risk Register Maintenance including recording, editing and closing out risks.</li> <li>• Support the establishment, maintenance and monitoring of Councils Risk management processes.</li> </ul>
<b>Insurance Administration</b>	<ul style="list-style-type: none"> <li>• Support the Manager, Finance on all aspects of insurance.</li> <li>• Liaise with internal staff and insurance brokers regarding claims.</li> <li>• Record and monitor open and potential insurance claims.</li> <li>• Report financial implications of open, potential and closed insurance claims to the Manager, Finance.</li> <li>• Analyse and report insurance and claim related costs, such as legal fees and settlements and ensuring these are properly recorded in the general ledger.</li> <li>• Record insurance costs and analyse these in the general ledger, including recording of prepayments and year on year costs.</li> <li>• Assist with the Annual Reporting note regarding insurance and liaising with external auditors as required.</li> <li>• Assist with insurance renewals process including liaising with Council Property managers and Asset Managers.</li> </ul>
<b>Senior Finance Administration</b>	<ul style="list-style-type: none"> <li>• Perform first checks for all accounts payable payment runs.</li> <li>• Perform monthly checks on creditors maintenance (review input of new suppliers and changes to existing suppliers completed by the Financial Services Team).</li> <li>• Maintain the setup of new general ledger and budget codes in the financial system (Magiq) and reporting system (IBIS) and liaising with all of Finance Team and other staff regarding same. Lead the establishment, maintenance and monitoring of processes in this regard.</li> <li>• Preparation of month end journal entries – accruals, standing journals and other regular monthly entries. This may include purchase order management.</li> <li>• Perform procurement register checks to ensure internal controls.</li> <li>• Perform month end Balance Sheet reconciliations and report and resolve issues.</li> <li>• Support the preparation of the Annual Report in regard to Balance Sheet Reconciliations, Insurances, or year-end accrual information.</li> <li>• From time-to-time support or back up financial services team tasks.</li> <li>• Assist the Manager, Finance on adhoc reporting and administrative tasks including E-Scribe management and assistance with reports.</li> </ul>

## KDC CORE RESPONSIBILITIES

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

## COMPETENCIES

<p><b>Leader of Self</b></p> <ul style="list-style-type: none"> <li>• Work Together</li> <li>• Deliver Results</li> <li>• Embrace Innovation and Change</li> <li>• Customer Experience Excellence</li> <li>• Informed Decision Making</li> <li>• Effective Communication</li> </ul>	
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## SUCCESS PROFILE



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### Qualifications & Experience

- 5 years or more in a financial administration role, and/or relevant qualification and experience
- Analysis and interpretation skills
- Good understanding of computer-based accounting applications and experience with implementation of these
- Good working knowledge of MS Office applications and advanced excel skills
- Sound understanding of financial systems
- Appreciation of the legal and regulatory framework of Local Government

### Role Specific Skills & Attributes

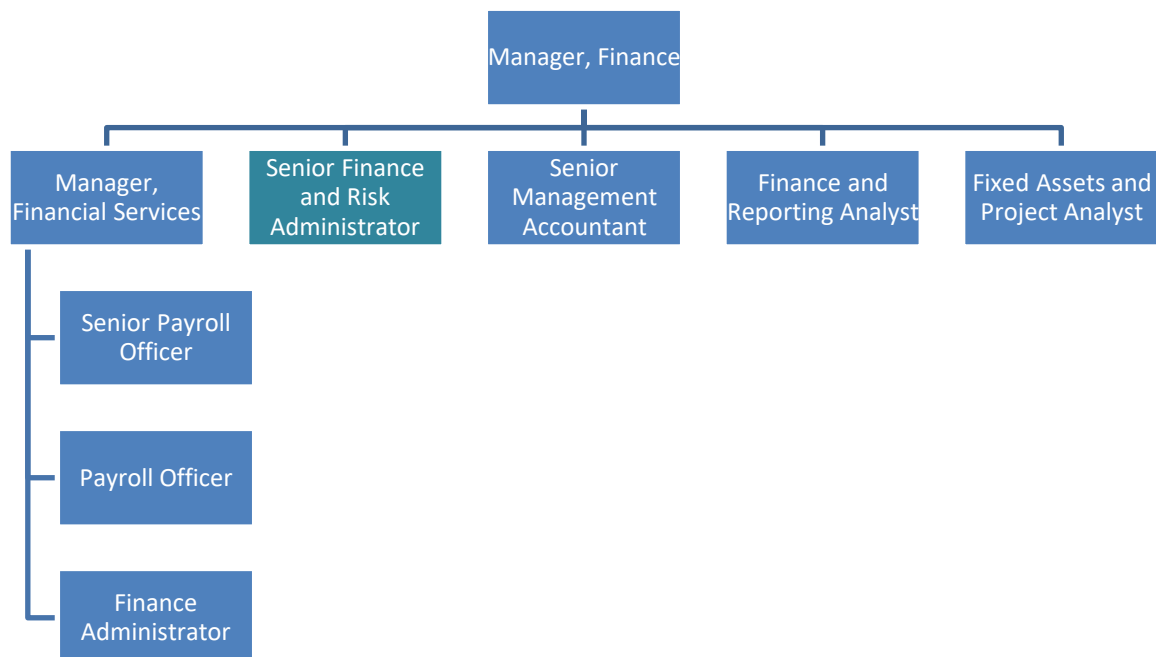
- Friendly approach
- Ability to build and maintain positive and constructive relationships
- Problem solving
- Excellent time management
- Adaptability and flexibility
- Attention to detail and accuracy
- Strong negotiation or persuasion skills
- Financial literacy (budgeting, analysis, reporting)
- Cultural awareness
- Presentation skills (public speaking, engaging)
- Creativity
- Eagerness to learn

### Other Role Requirements

This role requires:

- a full NZ Driver Licence

## ORGANISATION CHART



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RESPECT



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