

### POSITION DETAILS

TITLE	Management Accountant
REPORTS TO	Manager Financial Planning and Reporting
LOCATION	Whakatāne District Council offices
DATE	June 2025
DIRECT REPORTS	Nil
FINANCIAL DELEGATION	Nil

### PURPOSE OF POSITION

Provide management accounting services, analysis, training and Finance Business Partnering support to budget managers to ensure they have the information and knowledge to enable them to develop and manage their budgets effectively within Council policy and guidelines.

### KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES / PERFORMANCE INDICATORS
VALUES	The best interest of the organisation is represented at all times ensuring Council values are reflected in behaviours and professional delivery of role.
STRATEGIC	Provide financial leadership and inputs into the Long Term Plan, Annual Plan, Annual Report, Asset Management Plans and Council policies. Provide Finance Business Partnering support across the organisation for decision-making, including cost-benefit assessments, activity modelling, funding requirements & availability.
SERVICE DELIVERY	Assist activity managers to develop and manage their budgets.  Provide sound financial advice and reports to activity managers.  Provide process and system training to budget managers as required.

<b>FINANCIAL MANAGEMENT</b>	<p>Contribute to the preparation of annual and long term budgets; assist managers to develop their budgets</p> <p>Contribute to accurate monthly reporting including ongoing development of management reporting for the Council, senior management and budget managers including summary variance agenda report writing.</p> <p>Preparation and on-going maintenance of loan schedules and reserve accounts and regular capitalisation of Work In Progress.</p> <p>Preparation of business case analysis including financial modelling, sensitivity and scenario analysis, benefits assessment and financial implications on depreciation/debt/ongoing activity costs and revenue.</p> <p>Assist with annual audit processes and prepare the financial reports for activities and the associated activity reporting requirements of the Annual Report, Annual Plan and Long Term Plan</p> <p>Provide financial inputs as required by Activity Managers for departmental agenda reports to Council.</p> <p>Preparation of ad hoc analysis including financial modelling, rate modelling and scenario analysis for Activity Managers.</p> <p>Assist in financial accounting duties from time to time including taxation, accounts payable, treasury, insurance and statistical returns</p> <p>Financial systems are continuously improved.</p>
<b>HEALTH, SAFETY AND WELLBEING</b>	<p>Ensure Council's documentation and procedures are understood and implemented to ensure risks to health and safety of those in the workplace are eliminated and / or controlled.</p> <p>Accurately report all work-related hazards, incidents and accidents and implement any follow up corrective actions.</p> <p>Provide support, as required, to Health and Safety staff and General Manager to complete due diligence audits and other internal audits, assessments, and investigations.</p> <p>Regularly attend Health and Safety training, ensuring certification is current, as required.</p> <p>Ensure active worker participation and engagement in Council's health, safety and wellbeing practices and projects.</p>
<b>ADDITIONAL DUTIES</b>	<p>Assist with emergency management events as instructed and attend relevant training in Civil Defence as required.</p> <p>Attend relevant training, as required.</p> <p>Complete other duties that may be required, in agreement with the line Manager.</p>

### KEY RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>• Public</li> <li>• Other local and territorial authorities</li> <li>• Iwi</li> <li>• Community and business groups</li> <li>• Consultants</li> <li>• Contractors</li> <li>• Government agencies</li> <li>• External Funding Agents</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Executive Team</li> <li>• Council</li> <li>• Standing Committees of Council</li> <li>• Community Boards</li> <li>• Advisory Boards</li> <li>• Managers</li> <li>• Staff</li> </ul>

### PERSON SPECIFICATION

<b>QUALIFICATIONS</b>	Minimum qualification is a relevant degree in accounting Chartered Accountant (CA) or a Certified Practising Accountant (CPA) or working towards one of these qualifications.
<b>EXPERIENCE</b>	<p>Post-graduate experience applying advanced knowledge of financial standards and best practice.</p> <p>Sufficient experience to critique a situation and provide practical financial solutions and advice.</p> <p>Experienced in the development and management of operational business plans.</p> <p>Experienced in the preparation and management of operational budgets.</p> <p>Previous local government experience is desirable.</p>

<b>KNOWLEDGE, SKILLS AND ATTRIBUTES</b>	<p>Proven experience in budgeting, financial analysis, and reporting, with a strong attention to detail and accuracy.</p> <p>Excellent customer service focus, delivering high standards to both internal and external stakeholders.</p> <p>Strong written and verbal communication skills, with the ability to convey information clearly and build effective working relationships.</p> <p>Demonstrated ability to manage time effectively, prioritise tasks, and meet deadlines in a busy environment.</p> <p>Self-motivated and able to work independently while also contributing positively to team outcomes.</p> <p>Proactive in identifying and implementing quality improvements in work processes.</p> <p>Maintains confidentiality and operates with professionalism, integrity, and cultural awareness.</p> <p>Understands and respects the rights and needs of others, including an appreciation of the Treaty of Waitangi and its implications for local authorities.</p> <p>Fluent in English, with a strong grasp of language and grammar for professional communication.</p>
<b>OVERALL</b>	<p>Has no previous or current medical conditions, which would affect the ability to perform the duties described in the job description.</p> <p>Able to work overtime and weekends should this be required.</p> <p>Full clean current drivers' licence.</p>

I, \_\_\_\_\_ agree and accept the duties and responsibilities captured in this position description.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

## Our vision and values

*Tō tātau matakitenga me ngā wāriutanga*

### OUR VISION *Te matakitenga*

**Better Together Toitū te Kotahitanga**

### OUR VALUES *Ngā wāriutanga*

We put **people** at the heart of everything we do  
**Toitū te Tangata!**

- We value relationships
- We think of others
- We listen to understand
- We value our differences

We are always **learning and improving**  
**Toitū te Taumata!**

- We look for success on the horizon
- We seek out opportunities to grow
- We safely make mistakes
- We strive to be better
- We're open to change and embrace it
- We ask questions and challenge assumptions
- We reflect and review
- We ask for and share feedback
- We're brave and have courage

We care about our **environment**  
**Toitū te Taiao!**

- We keep our communities informed
- We are stewards of our place
- We bring people together
- We consider the needs of our communities
- We improve quality of life
- We are the community

We are **passionate and proud**  
**Toitū te Mauri Ora!**

- We love this place
- We love what we do and do what we love
- We bring energy and enthusiasm
- We look to have fun
- We aim for the best version of ourselves every day
- We acknowledge our efforts
- We share success stories
- We honour our past
- We look to the future together

We work as **one team**  
**Toitū te Mahi Tahi!**

- We trust and support each other
- We speak up
- We share our story
- We back each other up
- We keep each other informed and up to date
- We involve each other
- We ask for help when we need it



#### WHAKATĀUKI

Hūtia te rito o te harakeke,  
kei hea te kōmako e kō, kī mai ki ahau.  
He aha te mea nui o te ao, māku e kī atu,  
he tangata, he tangata, he tangata.

*Take away the heart of the flax bush  
and where will the bellbird sing?  
If you ask me what is the most  
important thing in the world  
I will tell you, it is people,  
it is people, it is people.*