

ENVIRONMENT SOUTHLAND

Corporate Accountant

Role description

About us

Our mission

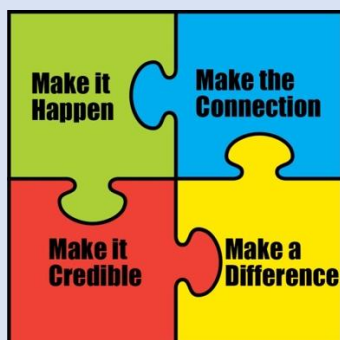
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The **Corporate Accountant** contributes to the overall performance of the **Finance, Property and Fleet Team** by assisting the **Team Leader Corporate Reporting** in developing centralised, integrated reporting tools, techniques and processes, in partnership with divisional managers, to enhance transparent performance management reporting, analysis, budgeting and forecasting processes across the organisation and to meet Council's requirements.

Emphasis is on:

- Providing quality, accurate and timely financial and management information to the organisation.
- Providing budget reports to support council workshops in the preparation of Council Annual Plans and Long-term Plan.
- Supporting the continuous integration of existing finance operations with new systems or tools, with a focus on improving or developing processes in support of the organisations reporting requirements.
- Provide budget managers with guidance and support to enable best practice financial processes.

This role will be subject to a Ministry of Justice Credit Check.

About your role

Grade: 17

Pathway: T5

Group/Division: Corporate Services / Finance, Property and Fleet Team

Reports to: Team Leader
Corporate Reporting

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key stakeholders

External:

- Software suppliers
- Council Auditors
- Other regional councils
- Funding partners

Internal:

- Executive team
- Managers /budget holders
- Intermediate Accountant
- Finance team
- Information Systems team
- Other council staff

Delegations

In line with the Environment Southland Delegations Manual

Your leadership profile – Individual Contributor

Your crucial challenge as an Individual Contributor is to find a way to add value while working effectively with others.

*To be an effective **Individual contributor**, aim to:*

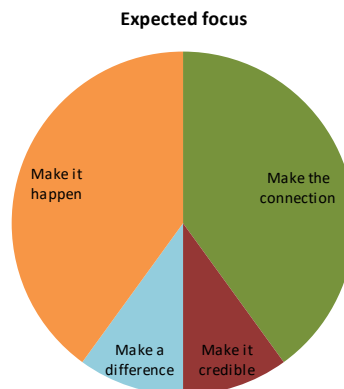
Make it Happen – Show initiative, take accountability and deliver high-quality work on time.

Make the Connection – Focus on meeting your customers' needs and work collaboratively as part of your team.

Make it Credible – Communicate clearly, show integrity, and focus on building your professional skills.

Make a Difference – Show curiosity, make thoughtful and evidence-based decisions, and aim to understand the wider context for your work.

While all elements of the Environment Southland Leadership Competency Framework are important, as an **Individual Contributor**, you will have a stronger focus on Make it Happen and Make the Connection.



Your accountabilities

Business Support - Reporting	• Providing quality, accurate and timely financial and management information to the Organisation. • Assist budget holders to provide high quality and insightful support and advice to the organisation. • Prepare performance management reports involving analysis and commentaries for areas within Council. • Assist with special projects and any required analysis within expected timeframes as requested. • Develop and/or improve standard and ad-hoc reporting functionality. • Assist with the development/design and on-going improvement of performance management reporting, with technology. • Support the Team Leader Corporate Reporting across accounting duties including the completion of accurate accrual accounting, group consolidation, fixed asset accounting, provisions, prepayments and manual journals for month and year end close within set timeframes. • Work with the Corporate Reporting team and in conjunction with budget holders as part of month and year end reporting to ensure corrective actions are identified and recorded. • Assist the Corporate Reporting team for the Annual Report process to ensure this report is prepared in line with legislation, in accordance with the timetable and the external audit requirements. • Liaise with information services to provide advice, guidance and application support to ensure stability, integrity and efficient operation of software platforms. • Provide training and mentoring to staff in the understanding and use of the financial systems.
Project accounting	• Establish and maintain robust financial processes for co-funded projects, primarily infrastructure and capital works projects. • Support project setup, coding structures, and financial administration to enable accurate tracking and reporting. • Provide financial oversight across the project lifecycle, including budgeting, forecasting, monthly reporting, and project close support. • Prepare and analyse project financial information, including variance analysis, to support decision-making and timely corrective action.
Budgeting & forecasting	• Provide budget reports to support council workshops in the preparation of Council Annual Plans and Long-term Plan. • Give guidance and assistance to budget managers with the preparation of budget estimates, annual plan and LTP models. • Assist with the budgeting and reporting for the Annual Plan and LTP to statutory requirements and timeframe. • Assist with the reforecasting process in conjunction with budget holders/leaders.
Systems management	• Support the continuous integration of existing finance operations with new systems or tools, with a focus on improving or developing processes in support of the organisations reporting requirements. • Develop expertise in financial accounting, budgeting and performance management tools.

	• Manage and support agreed accounting structures to support appropriate data management for performance reporting purposes. • Oversee relevant procedure manuals for the corporate reporting and finance area. • Undertake data manipulation, analysis and report writing as required. • Provide solutions to problems with financial systems. • Recommend, document, test and implement process improvements, where identified
Strategy and vision	• Support the implementation and delivery of Council's strategy
Project management	• Participate in projects which may be financial, transformational, strategic and/or leadership focused from time to time • Application in line with Council's corporate project management systems and processes.
Finance (budgets)	• Consider financial implications of actions.
Continuous improvement	• Continually seek opportunities to improve services for your customers (internal or external). • Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve.
Stakeholder relationships / customer service	• Develop strong and effective relationships with internal and external stakeholders. • Respond appropriately. • Understand situations from the customer's perspective. • Keep customers up to date about progress of queries/requests/projects • Maintain clear communication
Other duties	• Any other duties as may be required from time to time.

Your health, safety and wellbeing

- Work safely and take responsibility for keeping self, colleagues, contractors and customers free from harm;
- Report all incidents, near-misses, hazards and accidents promptly
- Communicate whereabouts when out of the office (e.g. use Where Am I, Get Home Safe)
- Activity risk assessments are completed as part of planning for all field-based activities prior to work being undertaken, with relevant parties
- Know what to do in the event of an emergency
- Participate in safety and wellbeing initiative and programmes as required
- Attend required health and safety training and induction sessions.

Working with Māori

- Engage with iwi in a way that demonstrates understanding of the nature of the relationship between iwi and Council as reflected in the principles of Te Tiriti o Waitangi and Council's values, policies and practice.
- Communicate and engage with mana whenua and mataawaka, demonstrating an understanding of tikanga, and on the basis of informed understanding of issues of significance to Māori throughout Murihiku.

Your civil defence and emergency response responsibilities

All staff of Environment Southland may be required to undertake Civil Defence or Biosecurity duties in the event of an emergency. Training will be given as appropriate.

- Fulfil allocated Civil Defence and emergency response roles, as assigned.
- Manage or assist with other emergency responses that are required.
- Participate in Civil Defence and emergency response initiatives and programmes as required.

Confidentiality, privacy and recordkeeping

All staff of Environment Southland are required to collect, retain, and maintain sensitive, confidential and personal information. Training will be given as appropriate to:

- Manage all information with care and respect in accordance with the Public Records Act 2005, Privacy Act 2020, Local Government Official Information and Meetings Act 1987 and all other relevant Local Government legislation.
- Retain information, regardless of format, e.g. records and data in official organisational systems.
- Ensure no sensitive, confidential, or personal information is inappropriately shared internally or externally without the appropriate approval.
- Report a privacy breach to the organisational Privacy Officer if a situation should occur.

Your experience, knowledge and qualifications

Knowledge/Experience

- Demonstrated knowledge to fulfil requirements of the key accountabilities specified for this position.
- A tertiary qualification to Bachelor level in a relevant subject.
- Membership of the New Zealand Institute of Chartered Accountants or other equivalent professional body preferred but not essential.
- Demonstrated 5+ year's practical experience in an accounting role.
- Practical experience in local government is desirable but not essential.
- Proven skills in using financial systems, including experience in maintaining general ledger structures, strong emphasis on computerized systems, data transfer and manipulation.
- Demonstrated practical accounting knowledge and experience in a responsible role.

Skills

- Strong spread sheeting, database and data management skills.
- Planning, budgeting and forecasting experience.
- Ability to interpret financial information and communicate this understanding to others.
- Strong sense of systems thinking and proven ability to document systems.
- Demonstrated effective analytical and problem-solving skills with the ability to research issues, interpret and analyse information and provide sound recommendations.
- Accuracy and attention to detail in processing, reconciling and analysing figures.
- Ability to work in a tidy and organized fashion, to prioritize work and work unsupervised.
- Good communication skills and professional interaction with staff and customers always.

Attributes

- Commitment to providing quality customer service.
- An attitude which is positive, results oriented “can do”.
- Self-motivated.
- Proactive, adaptable and keen to develop themselves and their areas of responsibility.
- Work effectively as part of a team, including the ability to show leadership in areas of expertise (including passing on these skills as appropriate).
- Honesty, integrity and commitment to preserving confidentiality.
- Work for the benefit of the organisation and promotes organizational ideals and purpose.

Performance Review

We have a Professional Development Programme (PDP) that is the basis for performance assessment at all levels of the organisation. There is at least one formal meeting, annually, between the team member and their people leader, along with a six-month review and regular monthly catch-ups.

Acknowledgement

I _____ have received a copy of the job description and have read and understand the duties and responsibilities and key relationships described therein.

Signature _____

Date _____