

Kia Ora Applicant,

Thank you for your interest in the advertised position with our Council. This document tells you a little bit more about who we are, the role here and some things about our District.

About our Organisation

Our Character

The South Taranaki District Council (STDC) is a mid-sized local authority with around 220 staff (208 FTEs). We are a rural local authority operating in one of New Zealand's most vibrant economic regions and are responsible for a wide range of local services including roads, water reticulation, sewerage and refuse collection, libraries, parks, recreation services, local regulations, community and economic development, and town planning. The Council's main office is based in Hāwera (population approx. 12,000) and there are several satellite offices in towns throughout the district.

We are a progressive, values-based organisation, which is dedicated to providing quality services and facilities for our communities. We place strong emphasis on our organisational culture, which is in turn supported by high levels of employee engagement.

Living our Values

We see our values as more than just guidelines, they are the foundation of our organisation's culture. We encourage all of our employees to adhere to the Council's values. This means behaving with a high level of professionalism and integrity, showing respect towards colleagues and the community.

Values and Common Purpose



MAKING OUR *communities* **BETTER**

About our District

South Taranaki, a better lifestyle

South Taranaki is one of the three districts which make up the greater Taranaki region – which was voted the 2nd best region in the world to visit in 2017 by Lonely Planet. South Taranaki is situated on the west coast of the North Island with the main centre, Hāwera (pop 12,000) roughly midway between Whanganui and New Plymouth. The district has a population of approximately 30,400 people spread throughout seven towns and a number of smaller rural and coastal communities, all of which have a strong sense of community.

In terms of lifestyle, it doesn't get much better than South Taranaki. Recreational opportunities abound and everything is at your doorstep - the mountain and the sea are only a stone's throw apart. The rugged coastline offers some of the best surfing and windsurfing in New Zealand (Surf Highway 45 is considered one of the best surf coastlines in the world) and the fishing off the South Taranaki coast is just superb. The breath-taking Mount Taranaki provides great walking and tramping opportunities.

South Taranaki has an amazing number of high-quality facilities that districts our size would usually struggle to have. From a state-of-the-art multi-purpose sport, events and recreation complex to modern cinemas, function centres, libraries, art galleries, museums, parks and aquatic centres - South Taranaki boasts all the benefits of a city without the hassles. Add to that, minimal traffic, low unemployment, affordable housing and safe, caring communities and you'll see why South Taranaki is the perfect place to raise a family and call home.



What this job involves

Nature and Scope

The Accountant plays a key role in supporting Council's financial management, planning and reporting functions, while also contributing to the financial operation and regulatory compliance of the Water Services In-House Business Unit (IHBU). Working closely with managers and stakeholders across the organisation, the position provides accurate financial information, analysis and advice to support effective decision-making, long-term financial sustainability and the delivery of quality services to the community.

This role has a broad scope encompassing financial planning, budgeting, forecasting, reporting and business partnering, as well as responsibility for maintaining the financial ring-fencing framework for Water Services. The Accountant is also responsible for coordinating and preparing Commerce Commission financial disclosures, ensuring compliance with regulatory requirements and maintaining robust supporting documentation and audit trails. Through collaboration with Council managers, auditors, regulators and external stakeholders, the position helps ensure that financial information is accurate, transparent and reliable, while supporting continuous improvement in financial systems, processes and reporting practices.

Other Duties

The employee will undertake other activities, duties or internal projects as directed by their Manager/Group Manager in an efficient and effective manner.

The Position

This is a permanent full-time position based at the Administration Building in Hawera and will report directly to the Finance Manager.

Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position is **17**. The salary range for this position is between **\$106,470pa and \$118,300pa** and the appointed starting level will be dependent on skills and experience and will be discussed during interviews with shortlisted candidates.

Hours of Work

Council's offices are open to the public from 8.00am to 5.00pm, Monday to Friday. Hours of work for the position to be filled will be discussed at the interview.

Relocation Expenses (Permanent Positions Only)

The Council may assist with relocation expenses for household goods only on the basis of at least two competitive quotes. Should the appointee leave the Council's employment for any reason within a period of two years of the appointment, the Council will require the appointee to refund the removal cost on a pro rata basis.

Applications

If you would like to join NZ's most "Can Do Council", please apply online via the Council's website, www.southtaranaki.com under Council Vacancies. The deadline time and date for applications is stated on the Application Form.

If your application is successful, the information on your application form will become part of the Council's personnel records.

Thank you again for considering joining Council's staff and if you would like more information on this position or to discuss what it's like to work for an outstanding rural local authority, ring us on 278 0555 (local) or 0800 111 323.

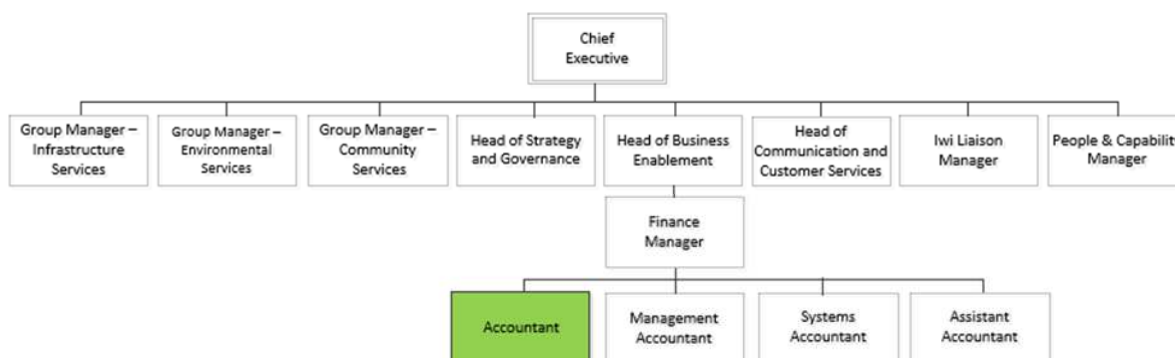
You will find the job description for the position and Council's Vision and Values on the next few pages.

PEOPLE & CAPABILITY TEAM

Position Description

Position Details			
Title:	Accountant		
Unit:	Finance	Group:	Chief Executive
Position Reports to:	Finance Manager		
Salary Grade:	17	Hours of Work:	40
Staff Management:	Nil	Special Conditions:	Nil
Position Occupant:	Vacant		
Date Created:	September 2026	Date Last Reviewed:	

Position Objective
The purpose of this permanent position is to support the financial management, planning and reporting requirements of Council and the Water Services In-House Business Unit (IHBU). The role is responsible for maintaining the financial ring-fencing framework for Water Services, including financial structures, allocation methodologies, controls, reconciliations and reporting processes. The position is also responsible for coordinating and preparing the Commerce Commission financial information disclosures for Water Services and maintaining the supporting information, methodologies and evidence required for ongoing regulatory compliance. In addition, the role supports Council's financial planning, budgeting, forecasting, monthly and quarterly reporting, Long-Term Plan, Annual Plan and Annual Report processes.



Important Functional Relationships	
Internal	Purpose of Contact
Council staff	To collaborate with internal stakeholders including but not limited to Customer Service, Finance, Health and Safety, Legal, Policy, Roding, Infrastructure, and Iwi Liaison to ensure policy development, implementation, and decision-making is informed, legally compliant, and culturally sensitive. That all operational matters including but not limited to public communication, payroll, health and safety, and vehicle maintenance are managed effectively.

Finance Manager & Senior Finance Team	Provide financial analysis, reporting, budgeting support, treasury and operational finance advice; discuss significant financial issues and recommendations.
Group Managers, Head of Departments and Managers	Budget preparation, forecasting, financial performance reporting, business planning, financial advice and decision support.
Water Services Committee	Provision of financial reporting, treasury information, internal control and risk management information.
External	Purpose of Contact
Auditors (Audit NZ/External Auditors)	Support audit requirements, provide financial information and respond to audit enquiries.
Commerce Commission	Coordinate financial disclosures, clarify requirements and respond to financial information requests.
Banks and Financial Institutions	Treasury management, investments, banking arrangements and financial transactions.
Other Local Authorities and Sector Organisations	Benchmarking, information sharing and collaboration on financial and regulatory matters.

Key Duties and Functions	
IHBU Financial Ring-Fencing • Work with the IHBU and Finance Team to finalise, implement and maintain financial ring-fencing requirements for Water Services. • Develop and maintain financial structures, processes and controls that support separate, transparent and auditable reporting for Water Services. • Develop, document and maintain methodologies for allocating direct costs, shared costs, overheads, assets, liabilities, debt, revenue and other financial items between the IHBU and Council. • Support the development and financial operation of service level agreements between the IHBU and Council support services. • Prepare reconciliations, working papers and supporting documentation for financial separation and ring-fencing. • Work with relevant managers to improve the quality, consistency and timeliness of financial information supplied to the IHBU. • Support audit, assurance and regulatory review of Water Services financial information.	
Commerce Commission Financial Information Disclosure • Be responsible for coordinating, preparing and delivering the financial components of Commerce Commission information disclosure requirements for Water Services. • Develop and manage an annual disclosure work programme, including responsibilities, timelines, quality assurance and evidence requirements. • Collect, analyse, reconcile and validate financial information required for disclosure returns and supporting schedules. • Maintain appropriate documentation, assumptions, methodologies, controls and audit trails supporting the disclosures. • Liaise with IHBU managers, Finance staff, external advisers, auditors and regulators as required. • Monitor changes to applicable financial disclosure requirements and assist Council and the IHBU to respond to those changes. • Prepare financial analysis and briefing material to support management, committee and Council consideration of disclosure information.	
Financial Planning, Reporting and Budgeting • Assist with the preparation and coordination of financial information for the Long-Term Plan, Annual Plan and Annual Report. • Support annual budgeting, reforecasting and long-term financial planning processes for both the IHBU and wider Council. • Prepare and review monthly and quarterly financial reports, including variance analysis, forecasts and commentary. • Work with managers to capture reliable financial projections and identify emerging financial risks and	

opportunities.

- Ensure financial models, reports and planning information are accurate, reconciled and supported by appropriate assumptions.
- Provide cover and support for other Finance Team planning and reporting activities where required.

Financial Analysis and Business Support

- Provide practical financial advice and support to IHBU and Council managers.
- Assist with business cases, option assessments, project costing, funding analysis and cost-benefit assessments.
- Develop and improve financial models, templates, dashboards and reporting tools.
- Explain financial information clearly to non-financial managers and support informed decision-making.
- Assist with training and guidance on budgeting, forecasting, financial reporting and Council financial systems.

Financial Support

- Supporting and advising other units with financial reporting.
- Reporting to the Water Services Committee.
- Providing advice to ensure other Groups understand budgeting and Council's centralised accounting systems.
- Providing financial support, including training and guidance across the Council for decision making, including cost benefit assessments, activity modelling and funding availability.

Legislative Compliance

- Assist with ensuring compliance with Local Government Act and Local Government Rating Act, Tax Laws, and Different Accounting Standards.

Special Projects and Additional Tasks

- To assist with the completion of Special Projects as required.

Attributes and Capabilities

Accountability

- Maintains ethical standards even when it is inconvenient or difficult to do so.
- Enforces standards and expectations respectfully and professionally.
- Coaches and supports others to take ownership of their work and responsibilities.

Analytical Thinking

- Approaches complex financial issues by breaking them into component parts and analysing each in detail.
- Weighs costs, benefits, risks and opportunities when evaluating options and making recommendations.

Attention to Detail

- Consistently produces accurate and reliable financial information.
- Identifies discrepancies and inconsistencies in financial data and takes corrective action.

Coaching

- Providing advice to ensure other Groups understand budgeting and Council's centralised accounting systems.
- Providing financial support, including training and guidance across the Council for decision making, including cost benefit assessments, activity modelling and funding availability

Computer Competency

- Computer-literate with software proficiency covering a variety of applications.
- Demonstrates advanced spreadsheet skills.
- Possesses strong capability in financial software and databases.
- Uses electronic document and records management systems effectively.
- Applies technology to improve reporting, analysis and business processes.

Change Management

- Embraces and supports organisational change and continuous improvement.
- Identifies and responds to issues and risks associated with change initiatives.

- Assists others to adapt to new systems, processes and ways of working.

Customer Service

- Demonstrates concern for satisfying internal and external customers.
- Identifies and manages customer expectations and service requirements.
- Ensures customers are treated with respect and in a professional manner.

Conflict Resolution

- Uses appropriate interpersonal approaches to gain agreement and resolve complex issues.
- Focuses on achieving positive outcomes while maintaining professional relationships and individual dignity.
- Gains support for proposals by clearly communicating benefits and addressing stakeholder concerns.
- Identifies and defines problems by gathering relevant information and developing practical alternative solutions.

Problem Solving

- Identifies and evaluates financial and operational issues, including underlying causes and impacts.
- Develops practical, well-reasoned solutions, taking into account organisational, financial and stakeholder considerations.
- Evaluates options and makes recommendations to support effective decision-making and improved outcomes.

Performance Management

- Supports employees in their efforts to achieve job goals by providing guidance, resources and removing barriers.
- Provides specific performance feedback, both positive and corrective, in a timely manner.
- Prepares and supports development plans with clear goals and development outcomes.

Knowledge, Experience, Qualifications & Skills

Essential

- University Degree in Accounting, Finance or Commerce.
- High level knowledge of financial operations.
- A high-level working knowledge of financial systems, including concepts, principles, planning and reporting, with two to three years' practical experience.
- Extensive knowledge of relevant legislation and taxation requirements.
- Extensive knowledge of local government financial systems.

Desirable

- Clean Valid NZ Driver's Licence
- Membership of Chartered Accountants Australia and New Zealand (CA ANZ), CPA Australia, or an equivalent recognised professional accounting body.

Care and Responsibility

All employees are expected to care and be responsible for the organisation's resources, relationships, and reputation. This includes demonstrating care, integrity, and accountability in all aspects of their work, contributing to the long-term sustainability and wellbeing of the organisation, the community, and the environment. Employees are encouraged to make decisions and take actions that reflect the organisation's values and support its strategic goals.

Changes to Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment - including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual

performance development planning (PDD) cycle or as required. No significant changes to this position description will be made without consultation and agreement of the position holder.