

Position Description

Position Title:	Accountant – ICHL
Reports To:	Chief Financial Officer
Responsible For:	N/A
Group and Team:	Finance and Assurance – ICHL
Children's Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To provide accounting and financial support and advice to Invercargill City Holdings Limited and other subsidiary and associate companies within the group. Undertake aspects of the financial accounting process including (but not limited) to general ledger management, account reconciliation, preparation of monthly and annual reports and budget management. Collaborate with leaders within the business operations and provide accurate, high quality, strategic financial advice to influence strategic and operational decision-making processes.

Key Relationships

External to Council

- Clients.
- Board of Directors.
- Community groups and organisations.
- Other local and regional authorities.
- External agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Financial Services – Monthly Accounting and Reporting

- Undertake for general ledger management and account reconciliations for Invercargill City Holdings Limited and other group subsidiary and associate companies.
- Provide support to management by providing financial information for management reporting and decision making.
- Ensure revenue and costs are being accurately and efficiently recorded and processed.
- Manage the month-end process for Invercargill City Holdings Limited and HWCP Management Limited, including processing any required month-end journals.
- Prepare monthly reports for management and board reporting.
- Respond to questions in a way that can be easily understood.
- Prepare any necessary additional financial reports as requested by management or Council.

Accounting Processes and Procedures

- Provide relief support for accounting processing functions for Invercargill City Holdings Limited entities such as accounts payable, accounts receivable and debt collection (typically performed by Council on behalf of Invercargill City Holdings Limited).
- Monitor debtor payments and follow up overdue balances.
- Monitor cashflow and prepare forecasts.
- Review regular creditor payment runs.
- Preparing all necessary reconciliations (bank, creditor, asset, lease).
- Preparing GST, FBT and income tax returns.
- Monitor fixed-asset additions and disposals.
- Assist in the asset revaluation and impairment process.
- Ensure appropriate controls are in place.

Financial Reporting, forecasting and planning

- Assist with the preparation of six-monthly financial statements and annual report.
- Ensure financial reporting and accounting standard developments are implemented in the accounting and reporting systems as required.
- Liaise with and provide information to external auditors as required for the annual report.
- Support the development of business plans and statements of intent.
- Perform financial modelling when required.
- Provide financial advice and support to managers and directors to enable activity initiatives and key decisions to be supported from a financial advice perspective. This includes reviewing and signing off financial information in reports before being issued to Directors for consideration.

Financial System Support and Continuous Improvement

- Assist with providing financial systems support for business users and to ensure issues and system improvements are implemented.
- Provide advice and suggestions to develop the financial system in accordance with best practice, policies and standards and meet the needs of operational users.
- Provide advice and suggestions on changes to business processes to ensure the effective and efficient operation of Council functions and processes.
- Assist with evaluating changes to processes, systems and reports ensuring they are carefully thought through and recommendations are presented to the manager for consideration.
- Contribute to development of the reporting framework to and from operational areas, including identifying changes to be made to reporting and dashboards for managers.

- Proactively identify issues and challenge the status quo to drive forward business performance improvements, including non-financial performance measures, and make recommendations for consideration.

Note: Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

What You Will Bring

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

Education and Qualifications

Essential:

Bachelor of Commerce (or equivalent) with a major in accounting
Post Graduate Chartered Accountants Australia and New Zealand Chartered Accountant designation – or equivalent

Desirable:

Study towards, or qualifications in, advanced financial management

Knowledge, Skills and Experience

Essential:

A minimum of three years post graduate experience in management and financial accounting within large and diverse organisations
Experience of making recommendations and influencing people to deliver business goals
Experience of driving planning and performance management
A strong understanding of accounting and reporting
Strong analytical skills, with the ability to interpret complex information and determine the business implications
Strong computer skills with advanced skills in Microsoft Excel
Excellent written and verbal communication skills, with the ability to communicate complex information to senior management and non-financial colleagues across the organisation
Strong team player and ability to collaborate and contribute across all levels of the organisation
Ability to establish and maintain positive and successful working relationships

Desirable:

Group presentation skills
Strong strategic financial management experience within a large and diverse organisation
Ability to overview and consider principles alongside being pragmatic
Technologically savvy – an interest and aptitude for IT based accounting and financial management software systems and their capability

Agreement

Employee

Name

Sign

Date

Manager

Name

Sign

Date

Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.