

Position Description

Position Title:	Financial Accountant
Reports To:	Manager – Financial Services
Responsible For:	N/A
Group and Team:	Corporate Services – Financial Services
Children's Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

The Financial Accountant is responsible for financial systems, daily operational processes and procedures, preparation of monthly and annual financial and management reporting (annual report), preparation of annual budgeting financial reporting, and providing accounting support and advice to the finance team and to the various departments of Council as well as external entities.

This requires the incumbent to be highly client-focused, proactive and approachable. The overall objective is to be a valued business advisor by providing appropriate financial information, advice, and support in a timely manner and ensuring that financial systems operate effectively and efficiently on a day to day basis.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.
- The Audit Office

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.

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.

- We maintain confidences and avoid hurtful gossip.

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

Financial Services and Reporting

- Ensure that Council complies with accounting practices as required by legislation, New Zealand accounting standards and Council policy.
- Maintain working knowledge of any developments to reporting and accounting standards.
- Proactively develop user-friendly financial management systems and processes that add value to the organisation.

Monthly Accounting and Reporting

- Assist the Financial Services team and wider Finance Department to develop and implement changes in accounting and recording systems.

Accounting Procedures

- Appropriately manage the performance of, and contribute to, accounting procedures for responsible operations including:
 - Performing relevant processing and reconciliations on a timely and accurate basis.
 - Bank reconciliations for Council and other responsible entities transactional accounts.
 - Council Balance sheet (and clearing) account reconciliations – to be completed on a monthly basis.
 - Review and sign off of reconciliations prepared by Accounting Technicians.
 - Prepare Petrol tax calculations and reconciliations.
 - Providing relief cover for other roles within the Finance Team, including fixed assets, treasury, finance processing and other tasks.
 - Manage Council's retentions reconciliation on a monthly basis.

Taxation

- Prepare Income Tax calculations and returns for Council.
- Prepare the GST and FBT returns for Council
- Provide income tax, GST, FBT and withholding tax advice and answer questions as they arise.
- Assist the Financial Services Team with income tax related transactions.

Annual Report (Council Parent and Group Consolidation)

- Overall responsibility of preparation of the Council Annual Report, both Council and consolidated group financial statements,
- Project management of the financial statement preparation including managing inputs from other accountants, business unit managers and staff.
- Project management of the other required financial related reporting included in the annual report under relevant legislation.
- Ensure the Annual Report is prepared in accordance with agreed timelines, standards and format.
- Managing the audit of the annual report including being the key contact for the auditors.

Annual Plan and Long-term Plan

- Support the wider Finance Department in the preparation of the Annual Plan and Long-term Plan.
- Ensure that the financial statements provided in the plans are compliant with the appropriate legislation and accounting/reporting standards.

Manage any required audit of the plans.

Statistical Returns

- Responsible for preparation and filing of Statistics New Zealand returns within the required timeframes. Manage and maintain the required data in an organised format that is easily accessible for record keeping purposes.

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 with a major in accounting, or equivalent tertiary qualification
Chartered Accountants Australia and New Zealand Chartered Accountant designation

Desirable:

Study towards, or qualifications in advanced financial management

Knowledge, Skills and Experience

Essential:

A minimum of 5 years' post graduate experience in financial and/or management accounting within large and complicated organisations
Knowledge of enterprise resource planning systems servicing multi-faceted organisations
Experience in applying various financial reporting standards and accounting practices
Ability to present complex technical issues in a manner, which ensures easy understanding by non-accountants
Group presentation skills
Experience in supporting and encouraging clients within a user focused environment
Excellent verbal and written communication skills
Proficiency in Microsoft Excel, Word, Outlook and other relevant IT systems.

Desirable:

Experience in developing and managing user focused systems in an innovative manner
Experience in supervising and mentoring less experienced team members
Prior experience within local government
Prior experience leading financial audits and knowledge of public sector accounting standards
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 and Safety

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health and Safety 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.