



## Management Accountant

<b>Location</b>	Thames		
<b>Reports to</b>	Corporate Services Manager		
<b>Group</b>	Corporate Services		
<b>Direct Reports</b>	Two		
<b>Financial Authority</b>	Debt management and investments as per liability management and investment policies.		
<b>Functional Relationships</b>	<table><tr><td><i>Internal</i> Chief Executive, Finance Manager, Group Managers, other Council Managers and staff.</td><td><i>External</i> Consultants, Contractors, Elected members for operational matters, rate payers and members of the public</td></tr></table>	<i>Internal</i> Chief Executive, Finance Manager, Group Managers, other Council Managers and staff.	<i>External</i> Consultants, Contractors, Elected members for operational matters, rate payers and members of the public
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### Our Council

As one of the largest employers on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We will provide high quality, affordable services and facilities with excellent customer service. We will maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit. We will **be the best we can**.

To achieve our vision we aim to attract, employ and support people to be their best while being guided by our core values of **respect, integrity, innovation** and **teamwork**.

### How you fit

The **Management Accountant** provides financial expertise and support to the Finance Manager and Corporate Services Group Manager.

The role is responsible for financial modelling, mentoring and budgeting; providing accurate and timely management accounting services and professional advice to Council and its internal and external stakeholders in the areas of budgeting, reporting, project management, cash management, investment and debt management.

The role also ensures Council's Development Contributions Policy is implemented, monitored and reviewed.

## Your responsibilities

Accountable for	Successful when
<p><b>Cash, liability and investment management</b></p>	<p>Accurate daily cash position is available with pre-set timeframes.</p> <p>Investments, hedging and cashflows are managed in accordance with Council policies.</p> <p>The funding mix will be in accordance with the Revenue and Financing Policy.</p> <p>Debt will be managed within the parameters set in Council's Liability Management Policy</p>
<p><b>Budgeting and forecasting</b></p>	<p>The budget model design and application is fit for purpose, meet Council requirements and is within accepted accounting practice.</p> <p>Budgets for the Long Term Plan, Annual Plans and Annual Reports are prepared in collaboration with budget managers.</p> <p>Budget managers receive advice and financial mentoring</p> <p>Budget data is accurate and prepared within the required timeframes.</p> <p>Budgets are managed within policy.</p> <p>Budget revisions are timely and correctly updated in the general ledger.</p> <p>Budget data in the general ledger reconciles to the budget model.</p> <p>Robust performance management framework, overhead allocation and activity-based costing are maintained.</p>
<p><b>Financial reporting</b></p>	<p>Monthly management reports are prepared and are fit for purpose and distributed by the due dates.</p> <p>Variances and anomalies are investigated.</p> <p>Queries and requests from management and staff are addressed in a timely manner.</p> <p>Information relevant to the Annual Report and Long Term Plans are audit ready, accurate and completed to agreed timeframes.</p>
<p><b>Financial support</b></p>	<p>Management accounting services and professional advice is delivered to the organisation in an effective and customer focussed way.</p> <p>Financial controls are effective and consistently applied.</p> <p>Development and presentation of finance training improves the financial acumen of staff and management across the organisation.</p>

<p><b>Development Contributions</b></p>	<p>Development Contribution policy, database and financial processes are reviewed and are fit for purpose.</p> <p>Asset managers are fully informed when considering development contribution reviews.</p> <p>Internal staff are informed to ensure that all organisational views that may impact on the Development Contribution policy are known.</p> <p>Consultation with stakeholders is facilitated.</p> <p>The Development Contribution Policy is applied to reserves and loan funding.</p> <p>Applications for Development Contribution policy reductions/waivers are reviewed.</p> <p>Officer reports are presented to the Judicial Committee and members are advised on the application and interpretation of the Development Contributions policy.</p>
<p><b>Staff Leadership</b></p>	<p>Direct reports are competent and effectively deliver to achieve identified outcomes with high quality performance.</p> <p>Back up and assistance is in place during staff absences within the finance team.</p> <p>Team environment promotes and enables an effective, high performing, engaged and connected team.</p>
<p><b>Relationship Management</b></p>	<p>Internal relationships are effectively managed and maintained where Managers and staff seek and/or receive advice and guidance in a timely manner with successful outcomes.</p> <p>Sound professional relationships are established and fostered.</p> <p>A culture of innovation with Council's key stakeholders is fostered.</p>
<p><b>Organisational Support</b></p>	<p>Knowledge and skills are shared and other staff are supported.</p> <p>Procedures, information systems and policies are documented and complied with.</p> <p>Appropriate and agreed continuous professional development is undertaken.</p> <p>Civil Defence and Emergency Management training and activities are participated in.</p> <p>Other duties may be requested to support the business unit.</p>

<b>Personal Health &amp; Safety</b>	<p>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>All work related hazards, incidents and accidents are accurately reported and any follow up corrective actions are implemented</p> <p>Support is provided, as required, to the Health &amp; Safety Advisor to complete hazard assessment and reporting, and incident reporting and investigation</p> <p>Health and Safety training is regularly attended and certification, as required, is current</p> <p>Active worker participation and engagement in Council’s health, safety and wellbeing practices and projects.</p>
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## About you

Honesty, Enthusiasm, Accountability, Respect and Teamwork are considered core competencies for all staff.

A successful *Management Accountant* will need the following to succeed:

<b>Education / Training</b>	<p>Fully qualified Accountant; Tertiary Qualification in Accounting or Finance.</p> <p>CA preferred, or at least working towards.</p>
<b>Experience</b>	<p>Experience in a management accounting position (or similar)</p> <p>Proven experience with applications and financial management systems.</p> <p>Preferred understanding of Local Government activities in relation to budgeting and funding requirements.</p> <p>Demonstrated experience of embedding a continuous improvement culture in business processes.</p>
<b>Knowledge, skills and attributes</b>	<p>Sound knowledge of accounting and financial management.</p> <p>Advanced knowledge and experience in MS Excel.</p> <p>Understanding of the financial reporting requirements in the public sector.</p> <p>Expertise in activity-based costing, results based accountability and executive information systems.</p> <p>Strong strategic ability, able to drive and influence decisions confidently with highly developed interpersonal and communication skills.</p>

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Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities.

Innovative mind set, is an improvement focused leader who shows initiative and inspires commitment to achieve Council outcomes.

Strong decision making and problem-solving skills, can confidently analyse and apply key information with good judgement and takes accountability.

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I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

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Employee

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Date

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Employer

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Date