

Position Description

Position Title

Financial Accountant

Location

Grey District Council, 105 Tainui Street

Contract Type

Permanent Full Time

Date

24/08/2022

How we make a difference (Our Values)



Be the Customer



Think excellence



Do the right thing



Be Integrity



Lead, together

Grey District Council Services

Customer & Community

Customer Experience
Community Events, & Recreation Facilities



People & Capability

Human Resource & Health, Safety and Wellbeing



Chief Executive

Executive Office
CE, Mayor & Leadership Support

Operations

Building, Compliance, Utilities, Transport, & Civil Defense



Strategy, Policy & Corporate

Corporate support and Performance, Finance, Policy, Engagement, Planning & ICT



Position Details

Purpose of Position

The primary purpose of this role is to manage the Finance team to provide a high-quality accounting and financial activities for Council, to enable the Executive Leadership Team (ELT) to have the financial advice and support they need to deliver quality outcomes for our community.

Work is focused on ensuring financial systems and processes operate at full effectiveness so that managers have access to accurate and timely information. All finance functions are delivered within statutory local government requirements, and best practice standards.

Responsibilities will include; managing your team, gather and monitor financial data, prepare monthly, and annual financial statements, manage tax payments, managing audits, monitor and report on accounting discrepancies, and performing month-end and year-end close processes.

Key Relationships

Responsible to

Finance Manager

Responsible for

Accounts Receivable and Accounts Payable teams (4 FTE)

Internal

- Chief Executive
- Executive Leadership Team Members
- People and Capability Business Partner
- Elected Members
- Budget Holders
- Finance Team

External

- Inland Revenue Department
- Council's Auditors
- NZTA
- Ratepayers and other customers
- Real Estate agencies
- Solicitors
- Office of the Valuer General
- Council's Valuation Service Provider (VSP)
- Bank Representatives
- West Coast Regional Council
- Superannuation Scheme Administrators
- Accident Compensation and Rehabilitation Corporation
- Work and Income New Zealand
- Service Providers to Council

Limitations on Authority

The incumbent will, apart from the responsibilities set out herein, have all the powers/responsibilities delegated to them by the Chief Executive Officer, or Council through the Chief Executive Officer as listed in Council's Delegations Manual.

Notwithstanding delegations set out in the Delegations Manual, the following delegated authorities will apply (refer to Delegations Manual for current limitations):

- Issue of purchase orders: up to \$10,000 inclusive of GST where the expenditure does not exceed operational budgets, nor reasonably foreseen to exceed operational budgets for financial year.
- Authorisation of invoices: up to \$10,000 inclusive of GST where expenditure does not exceed operational budgets, nor reasonably foreseen to exceed operational budgets for financial year.

Key Result Areas

KPI (area of responsibility)

Monthly

Act as an account manager for assigned teams/activities of Council, providing a high level of customer service. In conjunction with the Management Accountant prepare and complete month end processing, reconciliations and continually review the general ledger accounts and variances for accuracy.

Effectively manage direct reports by delegating, monitoring and providing feedback on performance and adherence to their job descriptions. Completing surveys and requests for statistics by drawing and manipulating information contained within the Authority database and on spreadsheets.

Insurance

Manage the day-to-day insurance requirements of Council including claims and liaison with brokers.

Taxation

Provide effective management of Council's tax obligations.

Rating

Provide effective management and control of Council's rating function.

Budgeting

In conjunction with the Management Accountant assist the Finance and Corporate Performance Manager with the annual budget process, providing support and advice to activity managers and helping to ensure the project timeframe can be met.

Treasury

Manage day to day and longer term cashflow requirements. Monitor and report on daily cashflow. Manage in conjunction with the Planning and Reporting Manager the day-to-day treasury requirements of Council ensuring compliance with Council policy including liaison with advisors. Evaluate and action investment options including liaison with financial institutions. Undertake loan raising and documentation.

Performance Measure (successful when)

Monthly reconciliations completed and reviewed within 10 working days of the end of the month.

All journals are processed within two working days of receipt.

Direct reports are effective in their role.

Person Specification

Education / Qualifications

A recognised tertiary qualification in accounting or equivalent qualification.

At least 3 year's relevant work experience.

Knowledge / Experience

Advanced Computer Skills

- Uses a wide range of advanced software application features
- Able to problem-solve issues on software applications.
- Interrogates software applications to evaluate performance and provide information

Organisational skills

- Sets clearly defined objectives and priorities to ensure goals and deadlines are met.
- Priorities activities and operates accordingly, reviewing and adjusting as required.
- Recognises actual and potential barriers and finds effective ways to deal with them.

Systems Thinking

- Diagnoses trends, obstacles and opportunities in the internal and external environment. Understands how various processes within the organisation integrate, identifying opportunities for improvement.
- Audits existing systems and considers alternatives to ensure greatest productivity is achieved.

Attributes

Conceptual and Analytical Ability

- Deals with concepts and complexity comfortably.
- Uses analytical and conceptual skills to reason through problems
- Has creative ideas and can project how these can link to innovations.

Customer Focus

- Listens to customers and actively seeks to meet or exceed customer needs.
- Looks beyond the obvious to improve levels of service
- Committed to delivering high quality outcomes for customers.

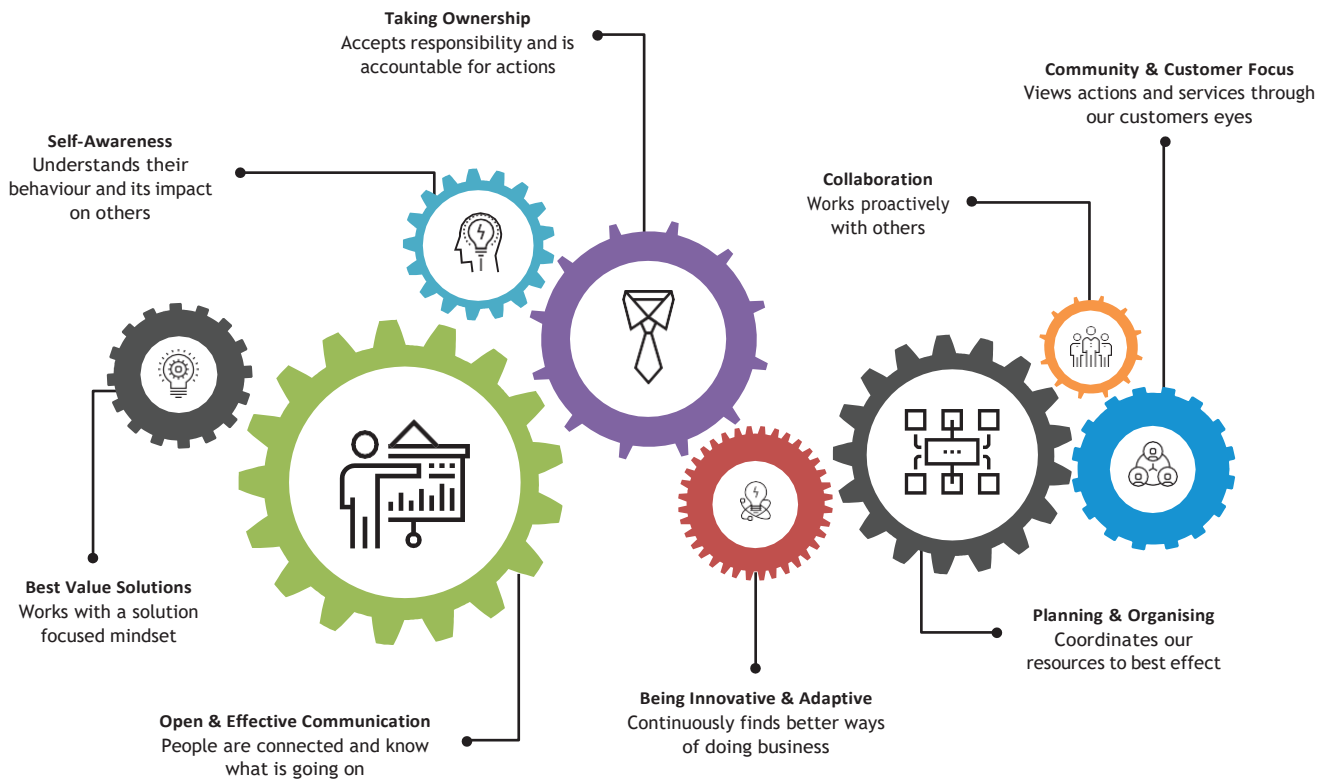
Detail Focus

- Observes fine details and identifies gaps in information.
- Prefers to follow processes to complete tasks.
- Considers maintaining levels of accuracy of high importance

Relationship Building

- Builds strong collaborative relationships within the team.
- Promotes understanding and compromise through diplomatic handling of conflict
- Forges useful partnerships with people across business areas, functions and organisations.
- Builds trust through consistent actions, values, communication and minimising surprises.

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace the Council's values and continuously seek self-improvement regarding our Core Competencies.
- ✓ Take reasonable care for the health and safety of yourself and others at GDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in Disaster Recovery and Business Continuity Planning.
- ✓ Perform other duties as required to support your team, group, and Council as a whole.

Position Description Approval

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.

Position Description Approved by
(Group Manager / Manager)

Date

Position Description Accepted by
(Position Holder)

Date