

Kaikaute Pūtea Matua - Senior Financial Accountant

Corporate Services Group

**Your contribution at the Far North District Council helps us achieve our Mission –
Creating Great Places and Supporting our People**

The purpose of this role is to carry out financial, management accounting and compliance work, with a strong focus on Council's external financial and regulatory reporting.

It also involves providing guidance, training and support to accountants and accounting officers, helping build strong working relationships and ensuring the Accounting Services team delivers high quality service across the organisation.

This role reports to the Team Leader – Accounting Services.

HOW THIS POSITION CONTRIBUTES TO ACHIEVING OUR MISSION

Key Responsibilities of this position are:

- Prepare accurate financial, regulatory and statistical reporting that meet GAAP, LGA and accounting standards.
- Lead the consolidation of financial information for Council and related parties to completion.
- Prepare, review and analyse financial, management information and reports.
- Act as the main contact during external audits and ensure all documentation is ready beforehand.
- Provide timely, accurate financial data to internal teams so they can make informed decisions.

Additional Responsibilities

- Work with different teams to understand transactions and ensure they are reported correctly.
- Maintain strong internal controls and support smooth financial operations.
- Follow Council financial policies and complete quarterly reviews.
- Support the Team Leader – Accounting Services and the CFO to meet financial control standards.
- Manage the annual report process, ensuring financial statements and supporting documents are accurate and audit-ready.
- Keep up to date with Accounting Standards and assess how changes may affect Council and the Group.
- Build strong relationships with Council Controlled Trading Organisations (CCTOs) and review their financial statements for compliance.
- Provide guidance and training to the Accounting Services team on accounting related information or updates.

What we all do

- Live our values: Integrity, Professionalism, Manaakitanga.
- Show understanding of, or willingness to learn about, Te Ao Māori, tikanga, Te Reo Māori and Te Tiriti o Waitangi.

- Apply Te Pae o Uta (our Te Ao Māori framework) in our work.
- Commit to health, safety and wellbeing, following all policies and legislation.
- Lead by example in creating a positive health, safety and wellbeing culture.
- Look for ways to improve the customer experience and follow through on commitments.
- Be innovative and solution-focused to support positive outcomes and strengthen Council's reputation.
- Take on other tasks or projects as needed.
- Assist with civil defence emergency response and recovery when required, including participating in training.

ABOUT YOU

We're looking for someone who brings:

- CA/CPA qualified essential
- Bachelor's degree in Accounting, Finance or Commerce
- Minimum 3 years' experience in New Zealand in a similar role
- Local Government experience would be advantageous
- Comprehensive understanding of International Public Sector Accounting Standards (IPSAS) and current Generally Accepted Accounting Principles (GAAP) is essential
- Process and systems orientated
- Ability to identify problems and take appropriate action to minimise the impact before the problem escalates
- Highly developed documentation, report and workflow process writing skills
- Understanding of, and strong drive for, continuous improvement and establishment of best practice
- Well-developed analytical and problem-solving skills
- A desire to get the best outcomes for our community
- A progressive mindset focussed on continual improvement
- The ability to build and maintain strong stakeholder relationships.

ABOUT US

Working at FNDC is an awesome responsibility and privilege. Our employees are critical to our mission, regardless of the role they carry out. Our Values guide how we do our job, and keep us passionate about creating great places and supporting our people –



Integrity

Trust, honesty, transparency, reliability, ethical, fairness, openness



Manaakitanga

Teamwork, empowerment, empathy, āwhina, unity, support, courtesy, respect



Professionalism

Consistency, tikanga, motivation, ownership, positivity, innovation, collaboration

WHAT IT MEANS TO BE A FNDC EMPLOYEE

At Far North District Council we strive to be progressive where we embrace agility, innovation and are results driven. Our employees have a high work ethic where importance is given to instructive feedback and a commitment to personal development. Below outlines Council's desired workforce attributes.

Business First, Digitally Supported

You will join us on our digital journey, embracing technology in all its forms incorporating our hybrid working model

Communication and Influence

Your style allows you to communicate with diverse groups in a clear and concise manner. You have a willingness to influence and collaborate with others.

Problem Solving

A thoughtful yet efficient decision maker by assessing situations quickly and taking informed, timely action. You enthusiastically take responsibility for problem solving by focusing on achieving tangible outcomes. You are concerned with quality and quantity of output.

Relationship Management Style

You have the ability to adjust your working style to different work situations and stakeholders, with a customer first approach. You exhibit good judgment, showing a willingness to collaborate or compromise when necessary to maintain objectives.
