

Kaikaute Pūtea - 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**

PURPOSE OF THE POSITION

The purpose of the Financial Accountant role is ensuring accurate financial reporting, statutory compliance and stakeholder engagement, working closely with the Financial Services team to provide timely and meaningful financial information across the organisation.

The role is also responsible for preparing annual report working papers, financial statements, and note disclosures through to audit completion, as well as delivering timely reconciliations.

The role supports organisational compliance with GAAP and IPSAS standards, provides training to staff on end-of-year processes, and contributes to the overall effectiveness of the Financial Accounting team through accurate reporting, system oversight, and collaboration across Council.

This position reports to Team Leader – Accounting Services.

HOW THIS POSITION CONTRIBUTES TO ACHIEVING OUR MISSION

The key accountabilities of this position are:

- Preparation of annual report working papers, financial statements and relevant note disclosures through to final document completion for audit.
- Reconciliation of Balance Sheet and any other accounts.
- Preparing regular financial and statistical returns as required.
- Ensuring Northland Regional Council quarterly and end-of-year rate payments are calculated and paid in accordance with agreed timeframes and standards.
- Oversight of Statement of Service Performance measures. Ensuring results are recorded correctly and timely.

Additional accountabilities are:

- Providing training to staff in relation end-of-year processes to ensure that the necessary actions are taken in line with GAAP and IPSAS accounting standards
- Providing practical financial reports in respect of day-to-day activities of the financial accounting team. This will include debt collection, reporting to the NRC and Council on all relevant financial issues.
- To work, as part of a team, to provide accurate and timely financial information and reports for managers and staff within Far North District Council
- Ensure that the relevant accounting standards are being applied correctly within Council.
- Updating of allocations and running these on a monthly basis.
- Overseeing the Chart of Accounts and updating accordingly in the TechOne system.
- Reviewing of accounts on an ad hoc basis to ensure transactions are entered correctly.
- Liaising with Management Accountants to ensure incorrect transactions are actioned.
- Assisting and advising other team members when required.
- Ensuring appropriate compliance with the organisations' financial policies and procedures.
- Other tasks/projects as may be delegated from time to time.

What we all do

- Live our Values – Integrity, Professionalism, Manaakitanga
- Demonstrate knowledge of, or a willingness to gain an understanding of Te Ao Māori and promote tikanga and Te Reo Māori. You will also have knowledge of, or a willingness to gain an appreciation of Te Tiriti o Waitangi obligations
- Enact Te Pae o Uta, the Te Ao Māori framework to achieve our goals
- Have a commitment to health and safety as detailed in our policies and guidelines and as defined by the Health and Safety at Work Act 2015
- Demonstrate leadership in health, safety and wellbeing
- Actively contributing towards fostering a positive health, safety and wellbeing culture across the organisation
- Continually look to improve the customer experience by seeking feedback and demonstrating you set a date and promise that you deliver on
- Demonstrate innovation by being solution-focussed to ensure positive outcomes, enhancing Council's reputation
- Other tasks/projects as may be delegated from time to time
- Assisting as required in the response and recovery efforts during civil defence emergency events, and participation in relevant emergency management training to maintain Council's readiness

ABOUT YOU

We're looking for someone who brings:

- Relevant business qualification (a minimum of Accounting Technician membership of CAANZ) or a minimum of 3 years financial experience in a financial accounting role is essential
- Experience in the use of Microsoft Office applications (Excel, Word, PowerPoint), including Internet and Email products
- Large contemporary financial management information systems
- Confidence
- Capable of working with and through other people at different levels in the organisation to get results
- Ability to work independently and from own initiative
- Strong time management and personal organisation skills
- Ability to contribute as a team player
- Experience in the provision of service delivery in an environment that is dependent on information systems for successful completion
- Well-developed analytical and problem-solving skills
- Proven interpersonal skills and ability to obtain collaboration and cooperation
- Well organised and able to prioritise and work to deadlines
- Enthusiasm and commitment to excellence in customer service
- Strong communications skills – orally and in writing
- Ability to relate to a wide range of people both internally and externally
- Highly developed documentation, report and workflow process writing skills
- High level relationship development, management and customer facilitation skills
- A desire to get the best outcomes for our community
- A progressive mindset focused 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.