

JOB DESCRIPTION

MANAGEMENT AND ASSETS ACCOUNTANT

JOB OVERVIEW

Location	Masterton
Business unit	Finance
Reporting to	Chief Financial Officer
Direct reports	Nil
Delegated responsibility	As per the delegations register

OUR COUNCIL

Working at Masterton District Council means being part of a motivated, professional, and customer-focused team in one of New Zealand's most beautiful districts. Our people play an integral role in delivering services for our community and we are focused on both 'what', and 'how' we achieve our goals. Our values help us build a workplace culture that is challenging but fun, because enjoying coming to work is important!

We want to be the best provincial council in New Zealand.

- We are an employer of choice in the Wellington Region
- Our staff recommend us to their family and friends

OUR VISION

Masterton/Whakaoriori: Providing the best of rural provincial living.

OUR VALUES

HĪKINA TE MĀNUKA	By figuratively lifting the mānuka we show that we are responding and rising to challenges by being innovative , hard-working, and collaborative .
MANA TĀNGATA	Our organisation recognises the diversity and individuality of each of our staff members. We act with integrity and respect each other's lived experiences and the value they bring to the workplace.
HE TOA TAKITINI	Every staff member is a crucial part of the team that makes up Masterton District Council. We trust and support each other to succeed by drawing on our collective strengths.

TE TIRITI O WAITANGI

The Treaty of Waitangi

We are committed to the principles of Te Tiriti o Waitangi / Treaty of Waitangi: partnership, participation, and pro-active protection. We recognise Tikanga Māori values in the workplace and community and know we can do more.

MY TEAM

The Finance Team:

The finance team provides a high-quality financial, management and asset accounting service so that elected members and managers have the financial advice and support they need to deliver quality outcomes for our community.

The work is a mix of people-focused business partnering of the financial systems that support our budget-holders and ensuring the accuracy and timeliness of the information being recorded in the financial systems. There will be responsibility for year-to-date financial reporting and analysis, asset capitalisation, insurance and overall financial systems. The role will work with and support the other finance functions and will be required to assist in the preparation of financial report and ensure work is delivered within statutory local government requirements, and best practice standards.

MY ROLE

The Management and Assets Accountant role is responsible for but not limited to:

- Providing high quality financial reporting for managers and budget holders within agreed timeframes.
- Assisting managers and budget holders with budget preparation within agreed budget model, for business as usual and project initiatives, including assisting with business cases.
- Working as part of the Finance team to deliver Councils' corporate documents, such as the Long Term Plan, Annual Plan and Annual Report.
- Using technical knowledge to help support system and process improvements to ensure finance systems and processes are operating effectively and up to best practice standards.
- Providing asset accounting support to the asset managers for roading, services, parks and facilities. This includes taking responsibility for asset inventories and valuations.



MY KEY RESULT AREAS (KRAs)

Provide financial reporting

- High quality management reports are produced within agreed timeframes, using MagiQ Performance reporting tool.
- Financial analysis adds value to managers and budget holders so that quality decision-making can occur.
- Capital and project expenditure is analysed and reported to enable quality reporting to managers and elected members.
- Information and analysis of capital expenditure is done so asset valuations are accurate and the asset management system is operating effectively. This includes timely reconciliations of component-level additions and new assets.
- Regular review and monitoring of reporting occurs to ensure effectiveness of financial information.
- Internal control systems are maintained so that statutory requirements are met, and best practice standards maintained.

Assist managers and budget holders with budget preparation

- Budget model is updated and available to budget holders for business as usual activities, and project initiatives.
- Assistance and training is provided so that managers and budget holders can operate budget model effectively.
- Review and monitoring of budget model outputs to ensure the model is operating effectively.

Support for delivery of Council's corporate documents

- Financial input for corporate documents such as Long Term Plan and Annual Report, are provided accurately and within agreed timeframes.
- Regularly review internal cost allocations as part of budget preparation and financial modelling.
- Support and backup the Financial Accountant positions so that workloads are shared.
- Support for other reporting requirements is provided, for example non-financial measures that adds value and ensures on-time delivery.
- Support Asset Managers in the development of their asset management plans, including ensuring asset valuations are well supported and accurate and historical expenditure information is provided.
- Peer reviews of work are undertaken so that Finance team operate effectively to deliver required outcomes.



Technical knowledge to provide advice and support

- Financial advice and support provided is technically accurate so that Council can operate effectively.
- Knowledge of appropriate legislation and industry standards is kept up to date to ensure quality support is provided.
- Professional development and industry networks are effectively utilised to ensure advice is based on best practice standards, and current trends.
- Opportunities are identified and supported to improve Council's finance systems and processes within a culture of continuous improvement.
- Finance team project initiatives are supported through the provision of high quality advice.

Other Duties

- Participate in, and lead, projects as required by the Chief Financial Officer.
- Act in a role within the emergency management office, following training in that role.
- Any other relevant tasks may be undertaken as required by the Chief Financial Officer.

MY HEALTH AND SAFETY RESPONSIBILITIES

Health, Safety, Wellbeing

- Always ensure your own and the safety of others
- Comply with policies, procedures and safe systems of work
- Report all incidents/accidents, including nears misses, in a timely fashion
- Actively participate in the hazard management and identification process
- Escalate risk as per the Risk Management Policy



MY OTHER RESPONSIBILITIES

Self-Management, Training and Development	<ul style="list-style-type: none"> • Set realistic goals for own performance. • Undertake change based on regular self-evaluation and feedback. • Identify opportunities for personal and professional development and growth. • Undertake both internal and external training identified as relevant to the role.
Policies and Procedures	<ul style="list-style-type: none"> • Comply with the Council's Code of Conduct, Staff Manual including its Policies and Procedures at all times. • Ensure the implementation and compliance with the Council's Code of Conduct and Policies and Procedures, within all areas of responsibility.
Other duties	<ul style="list-style-type: none"> • All duties must be carried out to the prescribed timeframes, systems, quality, and standards and to the satisfaction of your (ELT) Manager. • Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope of functions of the position. Duties and responsibilities can be amended from time to time to meet changing conditions.
Participate in the Council's civil defence emergency response	<ul style="list-style-type: none"> • Participation in relevant emergency response training and duties as requested by the Chief Executive. • Such other duties as may be required from time to time by your (ELT) Manager.

MY KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Line Manager and ELT Manager • Immediate Team • Masterton District Council Staff
External	<ul style="list-style-type: none"> • Audit & Risk Committee • Other local authorities • External support staff (MagiQ)



MY COMPETENCIES/KNOWLEDGE/SKILLS/EXPERIENCE

Qualifications, Skills and Experience

- Tertiary accounting and / or finance qualification, preferably with a major in accounting.
- CA, CPA or CMA is preferred.
- At least 5 years practical post-qualification experience in accounting or finance roles, including management accountant experience.
- Proven experience, knowledge or understanding of budget preparation, financial reporting and use of accounting systems.
- Experience in using financial reporting software (e.g. MagiQ Performance).
- Project management skills are an advantage.

Competencies

- **CUSTOMER SERVICE ORIENTATION:** Making efforts to listen to and understand customers (both internal and external); anticipating customer needs; giving high priority to customer satisfaction.
- **COMMUNICATION:** Expressing ideas effectively in individual and group situations (including non-verbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.
- **WORKING CO-OPERATIVELY:** Working effectively with others inside and outside the organisation; taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of one's behaviour on others.
- **HEALTH AND SAFETY:** Committing to applying core safety knowledge, skills, and attitudes to everyday work to optimise health and safety. Promoting safety through effective communication. Anticipating, recognising, and managing situations that place individuals at risk. Recognising the occurrence of an incident or near miss, responding effectively to mitigate harm to individuals, ensuring proper reporting and preventing recurrence.

Personal Attributes

- Respectful, honest and open.
- Operates with integrity, respecting diversity and other's needs.
- Self-motivated with initiative.
- Positively takes on challenges.



- Takes accountability for own actions and works effectively as part of a team.
- A strong communicator who can work collaboratively across a range of managers and teams.

JOB DESCRIPTION AGREEMENT

My name	
My signature	
Date	

JOBDESCRIPTION VERSION CONTROL

Author	Version	Comments	Date
Manager Finance and Senior P & C Consultant	1	Updated	6 April 2022
People and Capability Advisor	1.1	Update PD into new template	May 2026

ATTACHMENT A

Place in organisation

