



Position Description

Position:	Financial Accountant
Group:	Corporate Services
Business Unit:	Finance
Responsible to:	Financial Controller
Direct reports:	Accounts Payable Officer & Accounts Receivable Officer

OUR PURPOSE:

WE'RE ONE TEAM // We work together to enhance the quality of life in Upper Hutt by providing leadership, support, and services to our community.

OUR VALUES:

WE'RE APPROACHABLE // We are respectful, honest and open with each other and our community.

PEOPLE MATTER // We operate with integrity, respecting diversity and each other's needs.

WE'RE COURAGEOUS // We're ambitious, speak up, and are accountable.

WE'RE ONE TEAM // We cooperate and engage with each other, share the workload, and recognise a job well done.

WE HAVE FUN // We embrace each day and take on each challenge with positivity and enthusiasm.

OUR GUIDING PRINCIPLES:

WE KEEP IT REAL // We are transparent, honest, and fair, and do what we say.

WE 'CAN DO' // We are proactive, creative, resourceful, and responsive.

WE WORK TOGETHER // We collaborate, communicate, and take pride in who we are and what we do.

WE ARE PEOPLE MINDED // We serve our community, customers, and each other, respecting diversity and culture.

POSITION SUMMARY:

The Financial Accountant's purpose is to help deliver financial information including development and effecting reporting of financial performance. The financial accountant is responsible for more complex transactional work such as completing returns for applicable taxes and contributing to system and process improvements.

CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES:

1. Policies and Procedures.

- Comply with Council's Code of Conduct and Staff Manual including its policies and procedures at all times.
- Ensure the implementation and compliance with Council's Code of Conduct and Policies and Procedures, within all areas of responsibility.

2. Customer and Community Relations:

- Present a positive image of Council at all times.
- Ensure an efficient, courteous and professional service to customers at all times.
- Promote a culture of understanding and exceeding customer expectations.
- Positive relationships with internal and external stakeholders and suppliers are developed and maintained.
- Ensure effective community consultation and communication strategies are implemented for service delivery and projects where appropriate.

3. Information Management

- Champion high quality information management within your team and ensure that business documents and information managed by your team are made accessible for staff to use.
- Support and foster a culture that promotes good information management practices and ensure this is considered when designing systems and services.
- Ensure information management is integrated into your team's work processes, systems and services in line with our Information Management strategy, relevant policies and best practice.
- Champion and lead by example the use of our approved Electronic Document and Records Management System (SHED) within your team.

4. Continuous improvement and innovation

- Ensure the on-going evaluation and review of work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
- Promote a culture of change and innovation by encouraging new ideas.
- Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

5. Health and safety

- Monitor work practices to ensure all work is performed in accordance with requirements of Health and Safety policies, procedures and legislation and respond to identified risks in a timely manner.
- Ensure that the system for the reporting and dealing with all incidents, hazards and risks within the facility is followed by all staff.
- Ensure all incidents, hazards and risks are reported through to the Council OSH supervisor.
- Ensure that all staff are properly trained in all relevant aspects of health and safety applicable to their role.
- Ensure that contractors meet all requirements for Health and Safety and monitor for on-going compliance.

6. Teamwork

- Promote and maintain harmonious relationships in the workplace.
- Ensure that all conflicts are managed properly and in a timely manner, with minimal disruption to Council activities.
- Promote a culture that encourages and values the contribution of all staff to the achievement of Council's objectives.

7. Training and development

- Undertake both internal and external training identified as relevant to the role.
- Ensure the delivery of relevant training for staff within all areas of responsibility is identified and delivered within budget.
- A staff training plan being in place by 30th September each year
- All training requests meeting the criteria as specified in the annual training plan are approved prior.

8. Leadership and Management.

- Direct reports are coached or developed to ensure expected performance targets are achieved.
- Ensure adequate staff communication and performance monitoring practices are in place.
- Formal and informal staff performance feedback processes being in place and followed.
- Annual performance reviews of all staff are completed as per set out procedures.
- Ensure Council Code of Conduct policies and processes are applied consistently and fairly with all employees and inappropriate behaviour is dealt with professionally and effectively.

9. Participate in Council's civil defence emergency response

- Participation in relevant emergency response training and duties as requested by the Chief Executive.

10. Perform other duties as may be directed from time to time

- All duties must be carried out to the prescribed timeframes, systems, quality and standards and to the satisfaction of the Group Manager/Chief Executive.

SPECIFIC RESPONSIBILITIES AND PERFORMANCE MEASURES:

Bold text = responsibility

Bullet Point = associated performance measure(s)

1. Tax Returns

- Prepare and file all applicable tax returns; including but not limited to GST, FBT and RWT.

2. Oversight of the Transactions Team

- Manage all work of a transactional nature falling under Accounts Payable and Accounts Receivable, including third party returns completed by Finance
- Provide advice and support for transactions team staff, ensuring that performance plans and reviews are completed on time
- Ensure adequate training plans for staff
- Review Account Payable and Accounts Receivable staff's work to ensure timeliness and a high degree of accuracy
- Review and process journals resulting from transactions teams' work
- Review Debtor management and ensure proactive Accounts Receivable follow up

3. Balance Sheet Reconciliations and month end journaling

- Review and/or prepare balance sheet reconciliations and journals for transactional accounts.
- Complete month end journals and accruals as required by the financial controller e.g. prepayments, invoice accruals.
- Prepare BRANZ and MBIE levy returns
- Complete daily bank reconciliations

- Ensure processes are completed based on agreed timetables and audit requirements.
- Support the analysis and review of financial information of discrepancies and variances.

4. Annual report

- Work with the Financial Controller on the preparation of statutory financial statements and input to the annual report
- Work with the council subsidiaries to prepare the council group financial statements
- Coordination of external audits deliverables with the team
- Ensure compliance with relevant legislation and accounting standards for reporting and policies.

5. Reporting

- Prepare/review standard transactional reports as required by Council and ELT e.g. Sensitive Expenditure Report and financial reporting.
- Prepare and submit annual report to Statistics NZ.

6. Business Improvement

- Review existing process and suggest improvements and efficiencies.
- Work with the Financial and Systems Analyst to implement system improvements.
- Implement control improvements as identified by external or internal audit reviews.

7. Other Duties

- Provide back up and support to other roles in the team as determined by the Financial Controller.

PERSON SPECIFICATION:

Personal Attributes:

- Respectful, honest and open.
- Operates with integrity, respecting diversity and other's needs.
- Ambitious, takes on challenges with positivity and enthusiasm.
- Takes accountability for own actions.
- Cooperative and engages with others, share the workload.
- Is an effective team player.

Technical Knowledge and Skills

- Computer skills – Microsoft Office.
- Experience in the preparation of financial accounts
- Experience supervising in a finance team or equivalent (e.g. accounting firm).
- Excellent working knowledge of New Zealand accounting standards and taxation

Education/ Qualifications

- Chartered Accountant or equivalent

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirement or statutory changes.

Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

Signed:

Director/ Manager

Date

Employee

Date