



Position Description

Position:	Infrastructure and Project Accountant
Group:	Corporate Services
Business Unit:	Finance
Responsible to:	Financial Controller
Direct reports:	None

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 Infrastructure and Project Accountant will work as a business partner to the Operations Group to help them achieve excellence in asset management and the delivery of projects. They are responsible for supporting capital project teams as a trusted advisor regarding financial management practices.

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
- Uphold the Council Values

2. Customer and Community Relations:

- Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times
- Work with other staff members to resolve customer queries and issues

3. Information Management

- Work collaboratively by ensuring all business documents and information are made accessible for staff to use.
- Manage and secure our knowledge and information as a key organisational asset in line with our Information Management strategy, relevant policies and best practice.
- Manage electronic documents and records using our approved Electronic Document and Records Management System (SHED).

4. Continuous improvement and innovation

- Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate
- Identify and propose additional business or service opportunities that enhance Council's existing capabilities

5. Health and safety

- Ensure all work is performed in accordance with the requirements of the Health and Safety policies, procedures and legislation
- Report all incidents, hazards and risks to the immediate supervisor

6. Teamwork

- Actively contribute to the team by looking out for others, supporting and empowering them and celebrating the success of others
- Build successful workplace relationships by working cooperatively with others

7. Training and development

- Undertake both internal and external training identified as relevant to the role

8. Participate in Council's civil defence emergency response

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

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

- All duties must be carried out to the satisfaction of the Manager

SPECIFIC RESPONSIBILITIES AND PERFORMANCE MEASURES:

Bold text = responsibility

Bullet Point = associated performance measure(s)

1. Business Partner to Operations Group

- Trusted advisor to the Operations group
- Provide technical and strategic advice to operations group budget managers in the review of their performance, annual plan, budgets and projects
- Recognise, assess and proactively monitor and manage financial risk and issues and communicate these to the managers of the group

- Assist with budget preparation and scenario analysis

2. Project Support

- Assist with financial modelling for capital projects, articulate financial risks and opportunities
- Advise project governance teams as financial expert
- Assist with monitoring performance against budget for projects and project reporting

3. Reporting

- Prepare monthly cost centre financial reports including variances, trend analysis and commentary
- Assist with preparing quarterly reporting for Council
- Contribute to the preparation of annual report financials

4. Fixed Asset Accounting

- Responsibility for entering and monitoring capital expenditure additions and disposals into the finance system (MagiQ)
- Assist with accounting aspects of Univerus Asset
- Ensure operational and capital expenditure are coded correctly
- Coordinate with the assets team to ensure up to-date replacement and depreciated asset valuations are maintained in accordance with financial accounting standards and council policies
- Reconcile Wellington Water Expenditure to our finance system
- Take responsibility for depreciation process
- Prepare asset notes for the annual report

5. Assist Management Accountant with preparation of LTP

- During the preparation of the LTP, work closely with the Management Accountant, and Operations Group and take responsibility for the asset related aspects of the LTP where there is Finance Involvement including:
 - Applying financial rigour to new project budgets
 - Assisting with scenario testing for asset management plans
 - Assisting the Operations Group with the Infrastructure Strategy and ensuring alignment with the Financial Strategy, asset management plans and Long-Term Plan financials.

6. Third Party Relationships

- Manage relationship with Wellington Water Limited finance team
- Prepare and maximise claims to NZTA and assist with NZTA audit
Liaise with auditors regarding project and asset management

7. Business Improvement

- Review existing process and suggest improvements and efficiencies
- Work with the Financial and Systems Analyst to implement system improvements
- Ensure processes are documented and are mandated by council policies and procedures

8. Other Duties

- Provide back up and support to other roles in the team as determined by the Financial Controller
- Management and processing of monthly contract accruals, retentions and contract commitments
- Provide education to the organisation around finances and best practice

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 and sound understanding of finance systems
- Experience accounting for fixed assets and capital projects
- Experience accounting for infrastructure and/or asset management expenditure
- Experience in management reporting
- Proactively develops and maintains positive and successful working relationships

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:

Group Manager/ Manager

Date

Employee

Date