

HAWKE'S BAY REGIONAL COUNCIL

Job Description

Position Title:	Management Accountant	
Group/Section Details:	Group: Corporate Services	Section: Finance
Responsible to:	Chief Financial Officer	Grade: 17
Job Family:	TP1	

Section Aims

The Finance team is responsible for the financial functions of Council. This includes preparation of annual reports, budgets, annual and long term planning, rates, debtors and creditors services, payroll, insurance, investments and the internal job costing aspects of Council's operations.

The Finance team is responsible for:

- Timely preparation of annual reports and budgets.
- Provision of significant and timely input into annual plan and long term plan preparation and development.
- An effective, appropriate and efficient rates section.
- Provision of accurate financial information as required.
- Presenting various financial reports to Council as and when required.
- Delivering an effective and efficient debtors and creditor's service.
- Providing an effective and efficient payroll service.
- Oversees Council's insurance and investment requirements.

Role of Management Accountant

The role of Management Accountant is to lead, deliver and champion the implementation of the HBRC Financial Management Information System (FMIS) and partner with the business providing professional financial advice ensuring the Finance Team achieves its objectives. The implementation of FMIS will be the priority project and central focus of the Management Accountant work programme for the first 12 – 18months with Council, along with ad hoc financial reporting and management projects. Beyond the first 12-18 months, your specific role will evolve and expand to provide accounting, financial management, forecasting, budgeting, and other financial management services to relevant internal stakeholders and clients. Your specific role of Management Accountant will require professional input relating to your skills, the needs of the role and your experience but will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with you, will be fair and reasonable and within the broad requirements outlined above.

POSITION TITLE: MANAGEMENT ACCOUNTANT

Role Expectations

- Lead the implementation of HBRCs Financial Management Information System from initiation through completion and beyond.
- Deliver expert advice on HBRC Financial Management Information System, formulate solutions and coach system users.
- Manage and liaise with the service provider and other relevant stakeholders ensuring any issues are solved and forward momentum is continued.
- Partner with budget holders, providing advice, support and monitoring across the organisation.
- Train budget holders in financial literacy principals when required.
- Provide accurate and timely financial management reporting.
- Prepare and review management reports and analysis of key trends.
- Analyse financial information, provide financial support to Section and Group Managers in preparation of internal and external reporting requirements.
- Provide assistance to the Senior Group Accountant with the preparation and the Annual Financial Report.
- Regularly provide budgeting, forecasting, financial reporting, variance analyses, and internal consultative services to internal stakeholders / clients.
- Provide month end management reports.
- Provide financial support and back up to the other accountants as and when required.
- Develop and maintain effective client and business relationships.

HBRC Corporate Commitment and Expectations

Hawke's Bay Regional Council (HBRC) staff are expected to display Councils vision, purpose and values in their work and maintain a high level of professionalism and integrity. This means:

- Adhering to HBRC policies and procedures.
- Complying with HBRC health and safety procedures.
- Undertake CDEM activities as required.
- Fulfil all Personal Performance and Development Charter (PPDC) requirements.
- Take personal accountability and responsibility.
- Meet commitments to others.
- Be supportive and collaborative.
- Communicate effectively.
- Show innovation and embrace change

Continuous Improvement

POSITION TITLE: MANAGEMENT ACCOUNTANT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging others ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Active involvement in decision making processes when the opportunity is made available.
- Working in a collegial manner.
- Ensure you play your respective part in good information flows between different work sections.
- Deliver on project outcomes: on time and on budget.
- Being realistic about estimating resource requirements for projects.
- Displaying sound judgment and making responsible decisions.
- Managing public expectations and being customer focused.
- Maintaining high levels of technical skills relevant for the role.

Health and Safety

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- Where appropriate, advise other organisations you are working with of the known risks in the work being undertaken.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.

POSITION TITLE: MANAGEMENT ACCOUNTANT

- Maintaining a clean and tidy workspace.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

Emergency Management

All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuance Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

Key Skills

Knowledge

- Minimum of 5 years accounting experience.
- Tertiary Accounting qualification.
- Chartered Accountant qualification is preferred.
- Previous system implementation experience is advantageous.
- Previous experience and involvement with projects is advantageous.
- An in-depth understanding of best practice.

Skills

- Broad understanding of accounting practice.
- Good communication skills.
- High level of excel and computer skills.
- Strong report writing.
- Ability to build relationships and deal with ambiguity.
- A broad understanding of accounting systems.

POSITION TITLE: MANAGEMENT ACCOUNTANT

- Ability to communicate financial information to a wide audience.

Personal Specification

- Good work ethic.
- Ability to relate to a range of people.

HBRC's Vision, Purpose and Values

Our Vision: A healthy environment, a vibrant community and a prosperous economy.

Our Purpose: We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:	Partnership and Collaboration	We work with our community in everything we do
	Accountability	We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
	Transparency	We report on what we do and the value this delivers for our community
	Excellence	We set our sights and expectations high, and never stop striving to do better