

POSITION TITLE:	Project Accountant		
GROUP:	Asset Management	SECTION:	Regional Projects
REPORTS TO:	Programme Finance and Controls Manager		
RESPONSIBLE FOR:	N/A		
FAMILY:	TP1	GRADE:	16
DATE REVIEWED:	December 2023		

HBRC STRATEGY

Our Vision:

We want a healthy environment and a resilient and prosperous community.

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

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

POSITION SUMMARY

The role of Project Accountant is to provide relevant, professional input into the roles and functions of Council to ensure the Project Management Office achieves it's financial and reporting objectives. Your specific role of Project Accountant will ensure that the project financial reporting functions of the PMO are effective, accurate and appropriate while ensuring the delivery of information is on a timely basis. You will assist the PMO with preparing project budgets and reporting actual delivery against them. Any variances will be explained by working with the project managers. The project accountant will assist the Management Accountant for Asset Management on any PMO financial enquiries the wider council has.

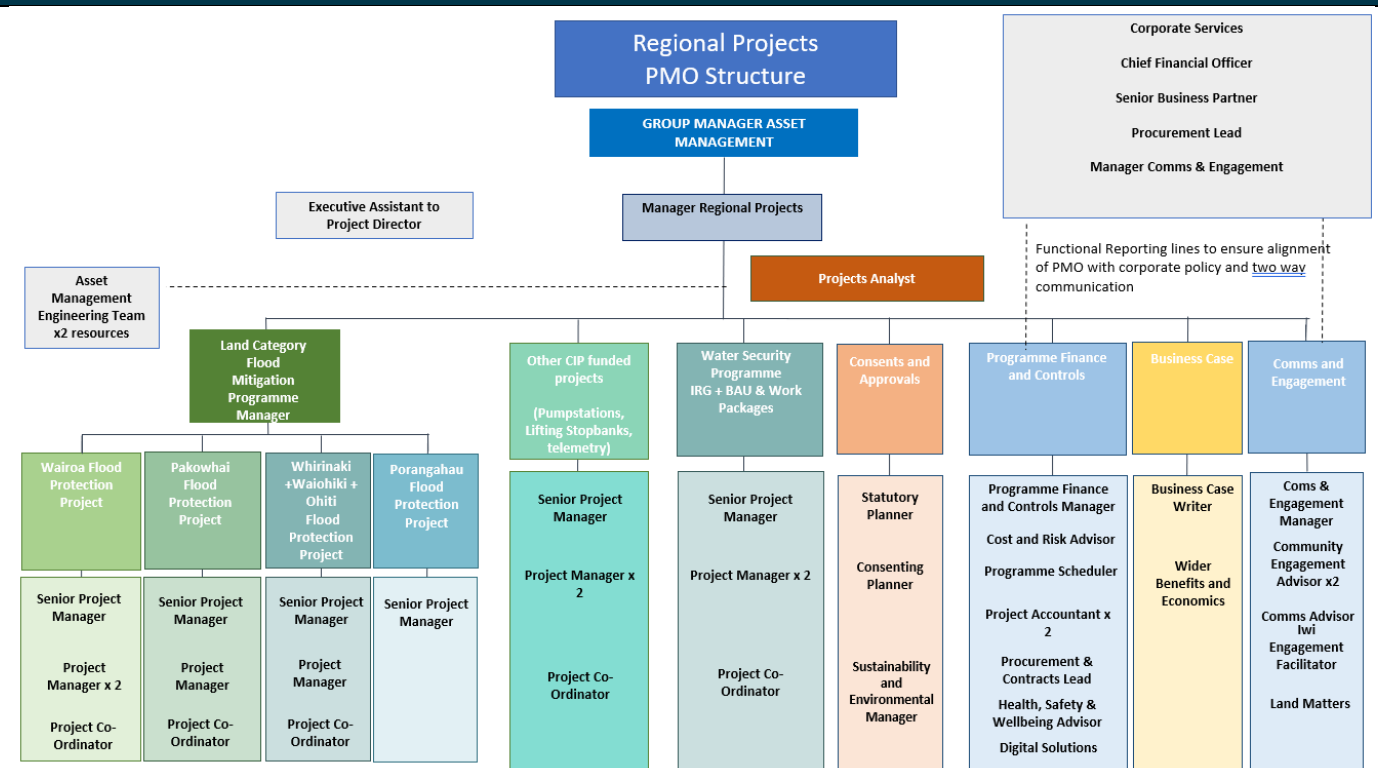
PROGRAMME MANAGEMENT OFFICE GOALS:

The PMO is dedicated to delivering the Asset Management Group capital programme with the primary focus of delivering Land Categorisation related projects.

The PMO and the Project Accountant role have the following goals :

- Facilitate integration with the finance team through the Management Accountant for Asset Management to ensure that two way lines of communication are in place and that each team are aware of the current status of the work programme.
- Provide advice, reporting and support to the PMO and and Management Accountant for Asset Management
- Efficient and accurate processing of data and provision of financial information as required.
- Implementation of various financial strategies and policies into projects, including any internal job costing aspects of Council’s operations and procurement and contract management.
- Ensuring that the PMO tracks and accounts for all programme spend in accordance with accounting standards.
- Work with the Management Accountant for Asset Management to ensure the wider finance team are aware of any impact the PMO finances will have on the finance team, including treasury requirements.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

The key responsibilities of this role are to:

- Work with key role holders in the PMO and the Management Accountant for Asset Management providing advice, support and monitoring to ensure that PMO’s financial management and reporting requirements are met.
- Train project managers in financial literacy principals when required.
- Prepare and review project financial reports and analysis of key trends.
- Analyse financial information, provide financial support to the PMO in preparation of internal and external reporting requirements.
- Provide financial and accounting support ensuring financial data integrity for PMO reporting activities.
- Ensure that programme spend is correctly coded and month end journals are prepared and posted in a timely manner.
- Monitoring status of project commitments, including management of outstanding purchase orders in the finance system.

- Regularly reviewing transaction coding in the finance system and processing coding corrections as required (journals and accruals)
- Create any new work orders as needed.
- Reconcile the project budgets to the overall workstream budgets.
- Regularly provide budgeting, forecasting, variance analysis, and internal consultative services to internal stakeholders / clients.
- Provide month end project reports.
- Create a positive and engaging work environment for all internal and external partners and stakeholders demonstrating professional courtesy.
- Timely assistance of the preparation of any working papers or reconciliations for annual audit and other reporting as required.
- Provide financial support and back up to the other accountants as and when required.
- Develop and maintain effective client and business relationships.

FUNCTIONAL RELATIONSHIPS

Internal

- Project Managers
- PMO
- Group Manager
- Team members
- Finance Team

External

- Consultants and contractors
- Technical and legal professionals
- Iwi and other community groups
- Members of our community

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise. This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

CONTINUOUS IMPROVEMENT

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.
- 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 other 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.
- Deliver on project outcomes: on time and on budget.

- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

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.
- 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.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. 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 Continuity 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.

PERSON SPECIFICATION

Minimum Qualifications and Experience required

- Relevant Bachelor's degree or equivalent tertiary qualification in Accounting.
- Chartered Accountant qualification is preferred.
- Minimum 2 years accounting experience.
- Experience in a Council environment and in project/programme environment providing tracking, managing and reporting on project financials is highly desirable
- Valid driver's licence required.

Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Proficiency in MS Word, Excel, PowerPoint and other database and information management systems
- Analytical skills.
- An in-depth understanding of accounting best practice.
- Knowledge of financial reporting systems and requirements.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge
- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development.

Personal Attributes

- Sound judgement and initiative
- Ability to create harmony in a team.
- Ability to anticipate change, remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

CHANGES TO JOB DESCRIPTION

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. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name