

HAWKE'S BAY REGIONAL COUNCIL

Job Description

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| Position Title: | Financial Accountant | | |
| Group/Section Details: | Group: Corporate Services | Section: Finance | |
| Responsible to: | Chief Financial Officer | | |
| Responsible for: | N/A | | |
| Salary Range:* | \$69,580 (85%) | \$81,859 Mid-Point | \$94,138 (115%) |
| <i>* Note: Progress above the Mid-Point is based on sustained individual performance.</i> | | | |

Section Aims

The Finance team is strongly focused on positive customer service both internally and externally, and staff are expected to have a positive 'can do' attitude when dealing with customers and assisting other Council staff.

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 Financial Accountant

The role of Financial Accountant is to provide relevant, professional input into the roles and functions as outlined above in order to ensure the Finance Team achieves its objectives. Your specific role of Financial Accountant will require input which will relate to your relevant skills, the needs of the specific role and your experience but will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with you and expectations will be fair and reasonable and within the broad requirements outlined above.

Role Expectations

Financial Reporting

- Provide timely and accurate financial support across the organisation
- Responsibility for timely month end processing, reporting and reconciliations
- Maintain the general ledger
- Assist in the accurate and timely preparation of the annual financial report including working papers, balance sheet reconciliations and accruals
- Manage the external audit requirements
- Complete Ad hoc project reporting when required
- Accurately maintain and report on the capital programme and fixed assets register
- Provide support in the preparation of Annual Plans and Long Term Plans
- Manage elected member and staff conflicts of interest and related party transactions
- Provide finance input for the Hawkes Bay Regional Investment Company when required
- Provide finance input for the HBRC Operations Group when required

Team Functions

- Provide appropriate financial support to the rest of the finance team
- Provide backup for payment approvals and transfers
- Monitor compliance with tax and legislation requirements
- Contribute to a positive team culture with an emphasis on continuous improvement

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 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.

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- 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.

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.
- 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

- Accounting degree, chartered accountant membership, minimum of three years' experience in a business or local authority environment.

Skills

- A sound knowledge of best practice and an ability to communicate financial information in a transparent and understandable manner.
- Highly developed verbal communication skills.
- Able to work effectively as a part of a small specialised team.
- Excellent excel knowledge.
- A good understanding of accounting systems.

Personal Attributes

- A highly motivated self-starter.
- A good listener.
- Able to relate to a wide range of people.
- A positive "Can Do" attitude.
- Committed to continuous improvement.

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.

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| 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 |