

POSITION TITLE:	Financial Reporting Accountant		
GROUP:	Corporate Services	SECTION:	Finance
REPORTS TO:	Senior Group Accountant		
RESPONSIBLE FOR:	Nil		
FAMILY:	TP1	GRADE:	17
DATE REVIEWED:	October 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 Financial Reporting Accountant is to deliver financial reporting to a variety of audiences from the Executive Leadership team monthly reports through to delivery of the Annual Report, audited and compliant with PBE IPSAS and other legislative requirements. There is a strong systems requirement and the Financial Reporting Accountant will need to maintain and develop the HBRC Financial Management Information System (FMIS = TechOne). This will include the development of budgeting models each year and you will ensure that the system is fit for purpose, that processes used are efficient and effective and that all required reporting is able to be produced from the system. Training of users both within and external to Finance will be a key element of this role, as will ensuring that we have accurate models in place for the preparation of plans and budgets. The role will also assist in ensuring that the management and financial reporting functions of Council are effective, accurate and appropriate

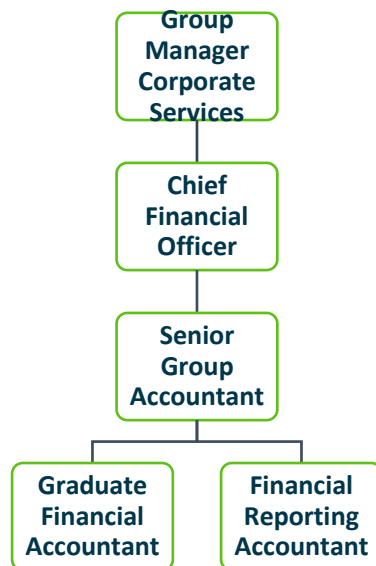
while ensuring the delivery of information and analysis on a timely basis. Expectations will be regularly discussed with you, will be fair and reasonable and within the broad requirements outlined above.

GROUP AND TEAM GOALS:

The Finance team is responsible for the financial functions of Council. This includes:

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

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

Financial Accounting:

- Manage the month end timetable, deliverables and close of the system.
- Prepare and analyse monthly, quarterly, and annual financial statements in accordance with relevant accounting standards.
- Work with Senior Group Accountant to ensure financial reporting to Council is audience appropriate, accurate and timely.
- Provide accurate and timely financial management reporting.
- Prepare and review management reports and analysis of key trends.
- Develop and maintain various models within finance, including overhead allocations, staff time allocations, reserves /target funding and internal loans.
- Maintain the integrity of the financial reporting data highlighting any gaps in processes to the Senior Group Accountant.
- Ensure compliance with regulatory and statutory reporting requirements.

- Regularly provide budgeting, forecasting, financial reporting, variance analyses, and internal consultative services to internal stakeholders / clients.
- Ensure compliance with all taxation , predominantly GST and FBT
- Provide oversight of Graduate Accountant role
- Provide financial support and back up to the other accountants as and when required.

System Accounting:

- Lead the continued development of HBRC’s Financial Management Information System (FMIS).
- Deliver expert advice on FMIS, formulate solutions, write reports within TechOne and coach system users.
- Primary system support for the Finance function.
- Train budget holders and other FMIS users in financial literacy principles and system use when required.
- Develop and maintain models in FMIS for the preparation of long term plans, annual plans and budgets.
- Preparation of financial statements for the Annual Report, Annual Plan and Long Term Plan.
- Develop and maintain effective client and business relationships.

FUNCTIONAL RELATIONSHIPS

Internal

- FMIS users
- Information & Communication Technology
- Group Managers
- Executive Team
- Elected members.
- Team members

External

- FMIS supplier
- Consultants and contractors
- Government agencies and departments
- Local authorities
- 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, equivalent tertiary qualification or experience.
- 5+ years accounting and systems experience
- Proficiency in Microsoft Office Suite and other database and information management systems.
- Experience in working with financial reporting systems and requirements.
- Chartered Accountant qualification.

- Advanced Microsoft Excel skills.

Knowledge

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

- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems analytical skills.
- 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.
- Communicating effectively to convey and interpret data/information.
- Analytical skills.
- An in-depth understanding of best practice.
- Problem solving working knowledge

Personal Attributes

- Self-motivated with a can-do attitude.
- 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.
- Collaborative work style and willingness to help others in the team regardless how simple or complex the task may be.
- Ability to create and maintain harmony in a team.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Integrity and Confidentiality.
- Accuracy and attention to detail.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Sound judgement and initiative.
- Good oral and written communication skills.
- Ability to communicate financial information to a wide audience.
- A high level of courtesy and listening skills.
- Highly organised with good work practices to meet or exceed deadlines.
- Ability to anticipate change, remain flexible and be innovative.

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