

POSITION TITLE:	Fixed Asset Accountant [fixed term]		
GROUP:	Corporate Services	SECTION:	Finance
REPORTS TO:	Senior Group Accountant		
RESPONSIBLE FOR:	N/A		
FAMILY:	TS3	GRADE:	15
DATE REVIEWED:	March 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 kouniga 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 rereanga 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 Fixed Asset Accountant is accountable for the financial asset reporting including fixed assets, intangible assets and work in progress. In addition, the role is to lead the asset revaluation programme, manage fixed asset movements not limited to depreciation, disposals and capitalisations and conduct impairment testing. The role will support the Finance Team to meet and comply with all legislation, policies and accounting standards and assist with any internal reporting requirements for management accounting purposes and insurance purposes. This role will also assist the Senior Group Accountant and Financial Accountant in all aspects of their role including statutory reporting including the production of financial statements and cashflow reporting along with providing backup to the wider team as required.

GROUP AND TEAM GOALS:

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, 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.
- Supporting an effective and efficient payroll service.
- Oversees Council's insurance and investment requirements.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

Plant, Property and Equipment and Intangible Assets:

- Ensure efficient control, management and reporting of fixed assets
- Ensure fixed asset transactions comply with legislation, policies and accounting standards
- Take ownership for the reliability, accuracy and timeliness of data and reporting
- Ensure all asset transactions including capitalisations, disposals and acceleration of depreciation are properly recorded.
- Liaise with external auditors regarding fixed assets and WIP balances
- Complete allocated projects, and identify and implement opportunities for improving services provided by the Finance Team
- Contribute to the overall effectiveness and improvement of the Finance team
- Assist with developing and improving council policies regarding assets and replacement reserves

Balance Sheet Management and Statutory Accounting:

- Assist with financial reporting to Council and Management

- Annual report preparation including the creation of working papers and assisting Auditors as required.
- Preparation of financial Statements and benchmarks for Long Term and Annual Plans
- Implementation of accounting standards
- Reconciliation of various balance sheet control accounts and other balance sheet asset\liability accounts

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Team members

External

- Consultants and contractors
- Technical and legal professionals
- 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.

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 accounting tertiary qualification.
- Chartered Accountant (CA) qualification or progressing towards CA qualification an advantage
- 3+ years of accounting experience

Knowledge

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

- Proficiency in MS Office Suite
- Intermediate to Advanced MS Excel skills
- Experience in working with financial reporting systems and requirements.
- Strong knowledge of taxation and accounting standards
- Experience with the preparation of annual reports and other statutory returns such as GST, FBT etc.

Personal Attributes

- Self motivated with a can do attitude.
- Collaborative work style and willingness to help others in the team regardless how simple or complex the task may be.
- Integrity and Confidentiality.
- Accuracy and attention to detail.
- Sound judgement and initiative.
- Highly organised with good work practices to meet or exceed deadlines.
- Ability to create and maintain 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 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