

POSITION TITLE:	Graduate Financial Accountant		
GROUP:	Corporate Services	SECTION:	Finance
REPORTS TO:	Senior Group Accountant		
RESPONSIBLE FOR:	N/A		
FAMILY:	TS2	GRADE:	14
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 Graduate Financial Accountant is responsible for managing the financial activities and providing accurate financial information to support decision-making processes within the council. This role plays a critical part in ensuring the integrity of financial data, compliance with regulatory requirements, and effective financial planning and reporting.

GROUP AND TEAM GOALS:

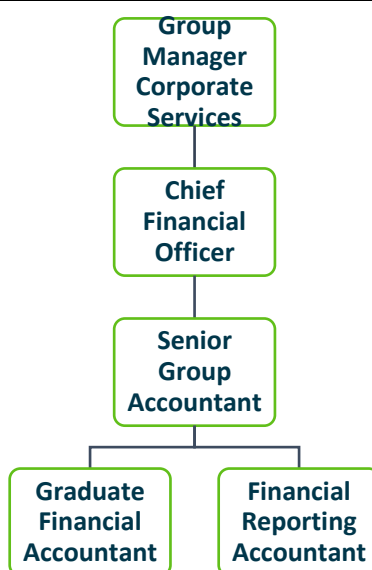
The Finance team is strongly focused on positive customer service both internally and externally, and staff are expected to have a positive 'can do' attitude when dealing with customers and assisting other Council staff.

The Finance team is responsible for:

- The provision of advice, reporting and support to Councillors and Executive Managers.
- Supporting the organisation with the Annual Plan and Long-Term Plan (LTP) preparation and development.

- The effective and efficient collection of all Council Revenues, including rates, based on approved Council policies and legislation.
- Delivering an effective and efficient debtors and creditor's service.
- Statutory Reporting (Annual Report and other reports required under legislation).
- Supporting the wider organisation through an approach that makes Finance a trusted business partner.
- Efficient and accurate processing of data and provision of financial information as required.
- Development and implementation of various financial strategies and policies, including any internal job costing aspects of Council's operations.
- Management of insurance and Treasury, including debt, Council's holding company and managed funds portfolio.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

Financial Reporting:

- Assist in the preparation and analysis of monthly, quarterly, and annual financial statements.
- Ensure compliance with regulatory and statutory reporting requirements.
- Assist with financial reporting to Council and Management.
- Support the timely production and delivery of financial statements for the Annual report preparation including the creation of working papers.
- Assist with the external audit processes ensuring accurate and timely compliance resulting in positive outcomes with proactive identification of audit risks or deficiencies.
- Manage and maintain general ledger accounts, ensuring accuracy and completeness of financial records, investigating and resolving any discrepancies identified.
- Perform month-end and year-end closing activities, including journal entries, accruals, allocations and reconciliations.
- Manage the financial administration of various balances including funds, borrowings, investments, balance sheet accounts and ensure appropriate recording in line with relevant accounting standards.
- Maintain oversight, review and monitor bank reconciliations prepared by transactional team.
- Reconciling the payroll and general ledgers reconciliations for audit purposes.
- Maintain various models within finance, including overhead allocations, staff time allocations, reserves /target funding and internal loans.

- Maintain the asset database within the general ledger. Ensure integrity of database by querying budget holders for further detail when needed. Work with internal stakeholders to determine and process all fixed asset information including additions, disposals and depreciation.

Budgeting:

- Contribute to the development of the annual plan and long term plan.
- Provide financial analysis and recommendations to budget holders when required.
- Preparation of the annual plan and long term plans financial statements and benchmarks.

Tax and Other Statutory Returns:

- Responsible for the preparation, finalisation and submission statistical returns.
- Monitor compliance with tax policies and procedures highlighting deviations to the Senior Group Accountant
- Preparing annual Income tax returns for sign off by Senior Group Accountant.
- Providing advice and support to the payroll function regarding taxation and other legislative requirement.

Financial Systems and Process Improvement:

- Collaborate with the finance team to enhance financial systems, processes, and internal controls.
- Identify opportunities for automation and efficiency improvements in financial processes.
- Participate in system upgrades or implementations, ensuring smooth transition and user support.

FUNCTIONAL RELATIONSHIPS

Internal

- Budget holders
- Group Managers
- Executive Team
- Team members

External

- Consultants and contractors
- Auditors
- 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.

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 (or coming to the end of that study).
- CA qualification or progressing towards CA qualification an advantage.
- Valid full driver's licence required.

Knowledge

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

- Proficiency in MS Office Suite
- Intermediate MS Excel skills
- Experience in working with financial reporting systems and requirements.
- Knowledge of taxation and accounting standards or the knowledge on how to research them.
- 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.
- Quick Learner who wants to continue to gain knowledge and share knowledge too.
- 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