

<b>POSITION TITLE:</b>	Management Accountant		
<b>GROUP:</b>	Corporate Services	<b>SECTION:</b>	Finance
<b>REPORTS TO:</b>	Senior Business Partner		
<b>RESPONSIBLE FOR:</b>	N/A		
<b>FAMILY:</b>	TP1	<b>GRADE:</b>	17
<b>DATE REVIEWED:</b>	September 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 Management Accountant is to provide relevant, professional input into the roles and functions of Council to ensure the Finance Team achieves its objectives. Your specific role of Management Accountant will ensure that the management reporting functions of Council are effective, accurate and appropriate while ensuring the delivery of information is on a timely basis. You will assist budget managers with preparing their budgets and reporting actual delivery against them and be the key link between Finance and operational teams. 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 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 wider organisation through an approach that makes Finance a trusted business partner.
- 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.
- Efficient and accurate processing of data and provision of financial information as required.
- Supporting the organisation with the Annual Plan and Long-Term Plan (LTP) preparation and development.
- Statutory Reporting (Annual Report and other reports required under legislation).
- Development and implementation of various financial strategies and policies, including any internal job costing aspects of Council's operations and procurement and contract management.
- Ensuring that the Council tracks and accounts for all of its fixed assets in accordance with accounting standards.
- Management of insurance and Treasury, including debt, Council's holding company and managed funds portfolio.

## ORGANISATIONAL CONTEXT



## JOB SPECIFIC ACCOUNTABILITES

**The key responsibilities of this role are to:**

- Partner with budget holders, providing advice, support and monitoring across the organisation.
- Train budget holders in financial literacy principals when required.
- Provide accurate and timely financial management reporting.
- Prepare and review management reports and analysis of key trends.
- Analyse financial information, provide financial support to Section and Group Managers in preparation of internal and external reporting requirements.
- Provide financial and accounting support ensuring financial data integrity for Annual Plan reporting process.
- Provide assistance with the preparation of the Annual Financial Report.
- Regularly provide budgeting, forecasting, financial reporting, variance analysis, and internal consultative services to internal stakeholders / clients.
- Provide month end management 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 balance sheet reconciliations for annual audit 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

- Budget Holders
- Group Managers
- Elected members
- Team members

### 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.
- 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.*

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Employee Signature

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Date

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Printed Name