



+

JOB DESCRIPTION

Job Title: Financial Accountant | Kaikaute

Job Title on Remwise: Financial Accountant

Work Unit: Finance

Responsible to: Financial Accounting Team Leader (FATL)

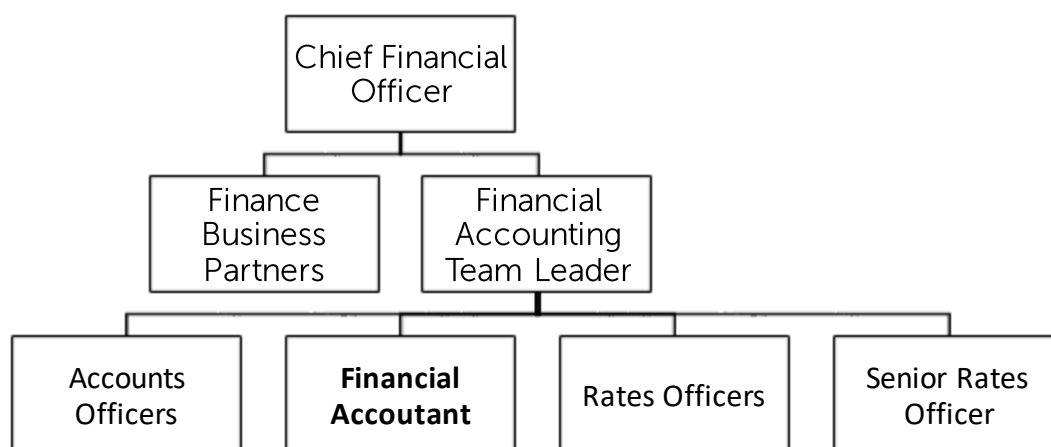
Position purpose:

- Be part of the financial planning and reporting as well as managing the accounting processes.
- Meet Horizons statutory requirements for key financial reporting documents
- Provide support and management of treasury and investments
- Contribute to the development of Council financial policy and drive consistent implementation of finance policy and standards within the organisation.
- Continual review of systems and processes and providing innovative solutions for improvement.

Salary: \$95,503 (85%) – \$112,356 (100%) indicative

Date: February 2025

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Banks and Financial Institutes ▪ Other Local Authorities ▪ Audit New Zealand ▪ Inland Revenue Department ▪ Contractors ▪ StatisticsNZ ▪ Local Government Funding Agency (LGFA) F 	<ul style="list-style-type: none"> ▪ Chief Financial Officer ▪ Financial Accounting Team Leader ▪ Finance Team ▪ Other Horizons Regional Council staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Financial Accounting and Reporting	
<ul style="list-style-type: none"> ▪ Produce high quality & timely financial information and advice. ▪ Lead and deliver financial accounting and reporting activities that result in the achievement of statutory, strategic and operational objectives including, annual and monthly reporting cycles. ▪ Participate and contribute to a high performing and empowered finance team. ▪ Preparation of a Council Controlled organisation (CCO) financial statements as part of the regular reporting cycles. ▪ Keep up to date with accounting standards. Interpret new accounting standards and ensure they are applied correct by Council, and proactively communicate changes to stakeholders as appropriate. ▪ Continue to look for and implement improvements and simplification in the Annual Report process and presentation of financial statements. ▪ Contribute to continuous improvement in financial reporting, processes, and data integrity by identifying innovative solutions and driving change initiatives. ▪ Work with external auditors to ensure the timely and accurate provision of documentation, address audit queries, and support the successful completion of the audit in compliance with relevant standards and regulations. 	<ul style="list-style-type: none"> ▪ Accurate reports that are compliant with all requirements and in-line with best practice are delivered to all stakeholders on time. ▪ Council's audit programmes are met in a timely manner. ▪ Taxation and all statutory returns are completed accurately and in accordance with statutory obligations and within required timeframes. This includes ensuring that all allowable deductions have been claimed in taxation returns and payment obligations discharged to avoid penalties while maximising Council's cash flow. ▪ Advice is current and informed by latest accounting standards. Council is aware of changes to accounting standards as appropriate. ▪ Identify and implement innovative solutions that improve financial reporting, processes, and data integrity, enhancing both efficiency and accuracy. ▪ Audit queries are answered promptly, with relevant documentation and data provided accurately and on time, ensuring auditors have the information need. Compliance with accounting standards is maintained, and the audit is progressed with minimal delay.
Budgeting and Planning	
<ul style="list-style-type: none"> ▪ Coordinate and prepare key legislative documents such as the Long-term and Annual plans including financial input. ▪ Preparation of a Council Controlled organisation (CCO) documentation as part of the regular planning cycles 	<ul style="list-style-type: none"> ▪ Long-term and Annual Plans are prepared by agreed and anticipated deadline. ▪ Working closely with Audit NZ and key stakeholders to ensure all deadlines are met. ▪ Legislative and accounting standards are achieved. ▪ Strong leadership approach to timely preparation of all work papers.

	<ul style="list-style-type: none"> ▪ Successful project management of the key legislative outputs.
Balance Sheet Reconciliations	
<ul style="list-style-type: none"> ▪ Completed reconciliations available for sign off. 	<ul style="list-style-type: none"> ▪ Timely and accurate reconciliations are prepared and have supporting documentation.
General/Job Ledger Maintenance	
<ul style="list-style-type: none"> ▪ Maintain the integrity of the General and Job Cost ledgers. 	<ul style="list-style-type: none"> ▪ Ensure greatest utilisation of accounts to enhance reporting function.
Treasury and Commercial Activities	
<ul style="list-style-type: none"> ▪ Responsible for the treasury functions including managing swaps, tranches of debt and all investments of Council. ▪ Presenting to the respective CCO Boards regarding financial reports, debt projections and analysis on opportunities. ▪ Provide accurate and timely Companies Office and Charities Commission filings of the CCO's. ▪ Assess changes in accounting standards, local government legislation to determine the impact on Council and CCO's and communicate changes as appropriate. ▪ Complete accurate and timely income tax returns for CCOs where required. 	<ul style="list-style-type: none"> ▪ Working alongside the FATL to support the organisation in achieving the best returns and lowest interest expenditure. ▪ CCO Boards are fully informed. ▪ Companies Office and Charities Commission filings of the CCO's are up to date and deadlines are met. ▪ CCO's/Council are aware of changes to accounting standards and local government legislation as appropriate. ▪ All CCO income tax requirements and deadlines are met.

Corporate Contribution	
<ul style="list-style-type: none"> ▪ Maintain own professional development. ▪ Undertake Performance Development tasks/responsibilities. ▪ Undertake Health and Safety tasks/responsibilities. ▪ Participate in emergency management activities as required. ▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ▪ Maintain Council plant and equipment. ▪ Fulfil administration-reporting requirements, e.g. timesheets, vouchers, reporting. 	<ul style="list-style-type: none"> ▪ Appropriate training and development undertaken as agreed. ▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ▪ Contribution to projects and corporate initiatives is effective and valued. ▪ Administration requirements are completed timely and accurately.

QUALIFICATIONS

Essential

- Appropriate tertiary qualification.
- At least five years' relevant experience in a similar role.

Desirable

- Full member of the Chartered Accountants Australia New Zealand – CA or ACA (or equivalent)

Knowledge/Experience

- Proven experience in financial, treasury and management reporting.
- Proven project management/implementation skills.
- Proven analytical skills/ability.
- Experienced in the collection, collation, retrieval and reporting to and from financial information systems, including the handling of large data sets.

KEY JOB COMPETENCIES

Expert Knowledge

- Analysis and financial reporting
- Accounting standards

Advanced Knowledge

- Project accounting
- Training processes

Working Knowledge

- Local authority accounting and reporting requirements
- Relevant computer software
- Systems administration
- Customer service skills
- Time and project management

Awareness

- Council policies and guidelines
- Health and Safety requirements

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

PERSONAL ATTRIBUTES

- Excellent customer relationship management skills.
- Excellent communication skills (written and verbal).
- Team approach, committed to achieving common goals.
- Proactive, looking for opportunities to continuously improve.
- Reliable and dedicated to achieving results.
- Ensures work is completed effectively, within agreed timeframes.
- A high level of interpersonal skills.
- A current driver's licence

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.



NGĀ UARA O NGĀ PAE | HORIZONS VALUES

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

Approved: _____ (Manager) Date: ____/____/____

Read and Understood: _____ (Incumbent) Date: ____/____/____