

WAIROA DISTRICT COUNCIL

JOB DESCRIPTION

JOB TITLE

Finance Manager | Kaiwhakahaere Pūtea

PURPOSE

Responsible for the management of Council's financial systems whilst ensuring all budgets, financial reports and financial statements are completed in the time frames required, and comply with all relevant standards and statutory requirements.

ORGANISATIONAL AUTHORITY

Work Unit: Finance and Corporate Support

Responsible To: Group Manager - Finance and Corporate Support

Responsible For: 5 x Financial Support Officers

Financial Delegated Authority: \$20,000

Grade: 20

SPECIFIC DUTIES & RESPONSIBILITIES

People Management and Development

- Identify and set team / individual goals to ensure the successful delivery of Council financial objectives, promoting the collaborative effort of all direct reports.
- Delegate tasks effectively and consistently across the team, ensuring transparency and accountability amongst peers.
- Provide appropriate authorities / advice to the team in a timely manner.
- Foster positive communication and support within the team, to build a trusting and expressive team culture.
- Ensure individual performance reviews and regular check ins are undertaken in the timeframes required.
- Identify appropriate training requirements and opportunities for individuals, and inform the Group Manager when appropriate.
- Manage team members in accordance with good faith principles, current staff policies and employment agreements (collective and individual).
- Encourage a work environment of knowledge sharing and personal development.

Annual and Statutory Planning and Reporting

- Responsible for preparation of Council financial statements (in compliance with relevant financial reporting standards) to meet reporting and other deadlines.
- Responsible for the project management of the annual report, including coordination of performance and SSP reports from all activity managers. Work other departments to ensure SSP reporting is easily auditable, robust and accurate.
- Responsible for regular review of Accounting Standards and assessment of potential impacts for Council and Group.
- Ensure full compliance with the minimum standards of financial control.
- Coordinate and manage the external audit process ensuring accurate and timely compliance resulting in positive outcomes with proactive identification of audit risks or deficiencies. Unmodified audit opinions delivered within expected hours and in time for adoption of relevant report or plan within statutory timeframe.
- Project manage the preparation of working documents in advance of audit commencement.
- Act as key liaison for external audit of financial statements.
- Establish strong working relationships with the Council Controlled Organisation (CCO) and responsible for consolidation into the financial statements.
- Work collaboratively within the Finance team and across the organisation to provide financial input to the strategic planning process for the preparation of budgetary information for the Annual Plan and the Long Term Plan.

- Provide financial and accounting support ensuring financial data integrity for Annual Plan process and to assist in generating Annual Plan and Long Term Plan financials.
- Provide advice to the Group Manager on the preparation of operational budgets and coordinate on approval.
- Oversee compilation of various statistical returns to ensure compliance with statutory requirements.
- Direct ad hoc reporting as and when required by Council.

Performance Monitoring and Reporting

- Prescribe Council's chart of accounts ensuring integrity in general ledger maintained and reporting requirements achieved.
- Administer internal and external loans, reserves and investment schedules, ensuring funding sources for projects are identified and maintained.
- Embed and maintain project accounting methodology.
- Direct maintenance of the fixed assets and depreciation register.
- Ensure reconciliation of monthly balance sheet accounts.
- Provide advice to the Group Manager in relation to financial forecasting and alignment to Council strategy.
- Oversee and project manage the preparation of monthly and quarterly performance reports, including half year and third quarter re-forecasts, SSP reporting, underlying surplus and variance analysis as appropriate.
- Responsible for presentation to Finance Audit and Risk Committee and Council meetings as appropriate, providing full variance analysis explanations and commentary on performance.
- Support and offer suggestions for continuous improvement of reporting, including by departments to committees (eg Infrastructure reporting, contract performance etc).
- Manage and maintain the integrity of the financial reporting data highlighting any gaps in processes to the Group Manager.
- Ensure that all financial reporting and management accounting deliverables meet statutory and legislative requirements with transparent reporting to the Group Manager.
- Partner with the finance team and the wider business to identify key accounting matters, as well as provide accounting advisory services to support the Group Manager and various activities Council delivers.
- Manage documentation of internal processes procedures including reporting necessary for new accounting standards implementation.
- Provide accurate advice and support to the Group Manager which conveys reliable financial information and guidance on forward planning.
- Provide ad-hoc financial, treasury and management accounting support on an as needed basis for assigned projects within the scope of responsibility.
- Adopt and implement accounting best practice within assigned scope of responsibility ensuring all financial reporting is transparent and accurate.
- Support the Group Manager in ensuring all aspects of financial management is effective, monitored and accurately reported across Council.

Assurance and Tax Compliance

- Act as an in-house subject matter expert for taxation queries supporting internal stakeholders, including GST/FBT returns and statutory compliance.
- Ensure the Council meet all taxation requirements through the accurate and timely preparation of FBT and GST returns.
- Assist with the completion and maintenance of internal taxation strategies and documentation to a level that meets all IRD requirements.
- Maintain requisite knowledge of taxation issues affecting both the Council and CCO.
- Prepare year-end tax return documentation and liaise with external tax consultants to ensure accuracy and timely submission to the IRD.
- Continuously review Council policies and processes to ensure compliance with applicable statutory standards and best practices, and risk management disciplines and applied consistently.
- Responsible for the maintenance and documentation of revenue recognition, milestones and invoicing of projects, for both audit requirements and internal controls.
- Work with business functions to understand individual transactions and advice to facilitate correct reporting and disclosure.
- Supervise the integrity and reliability of critical functions including payroll and cash management.

Strategic Advisory and Support

- Business Partner to Project Managers, providing expert advice on control frameworks to ensure outcomes are achieved and benefits realised.
- Contribute to and participate in information system, accounting and reporting development projects including policies, strategies, and implementations.
- Maintain awareness of macro-economic, social and political trends and factors and translate into local

risk and opportunity assessments to support the evolution and effectiveness of Council's financial plans, policies and strategies.

Health and Safety

- Ensure a proactive approach to health and safety at Council, ensuring personal compliance with governing legislation and company policy at all times.
- Maintain excellent communication in relation to health and safety concerns and any identified hazards, ensuring paramount importance placed on the effective and efficient management of the same.
- Do not under any circumstances, undertake duties where you have identified unmanaged risk to either your own, or others, health and safety at work.
- Take all reasonable steps to ensure that in your employment you do not undermine your own health and safety or the health and safety of any other person.

Other

- Participate in and undertake emergency management duties as required.
- Undertake general performance development tasks / responsibilities within Council framework.
- Participate in Council projects and initiatives as required.
- Ensure compliance with relevant governing legislation.
- Demonstrate Council values in daily work life.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritize workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

JOB SPECIFIC COMPETENCIES

- The ability to communicate effectively both verbally and in writing with a diverse range of individuals by listening actively and using the appropriate language and manner required.
- Plans, prioritises and delegates work by identifying tasks and resources required, establishing clear timeframes, anticipating possible variations and scheduling a review of plan on completion of work.
- The ability to forecast and monitor progress against plan, managing unexpected variations and using initiative and flexibility to respond.
- Provides quality advice by maintaining knowledge of Council's strategy, structures and activities, and applying technical knowledge and skills effectively.
- Establishes leadership by ensuring the development and maintenance of team mission, goals and objectives, modelling commitment to these, and creating a positive environment where trust is placed in management.
- Critical thinker, who consistently challenges information and the status quo, ensuring the best possible outcome for Council.
- Demonstrates a positive approach to regular deadlines and well-practiced at re-evaluating priorities based on external influences.

Skills

- Excellent attention to detail and commitment to quality reporting.

- Thorough working knowledge of the application and principles of accounting.
- Sound working knowledge of Microsoft Excel and other MS applications.
- Thorough understanding of financial systems and appropriate authorities.
- Practical working knowledge of the Local Government Act / Rating Act.
- Proficient in the use of complex data management and query techniques.
- Delegation skills and assertive decision maker.

Experience

- A minimum of 5 years relevant experience post CA qualification required (8 years total).
- Local Government or public sector experience in a finance function highly desirable.
- Demonstrated experience and an in-depth knowledge of financial reporting and reconciliation processes.
- Sound knowledge of best practice and an ability to communicate financial information in a transparent and understandable manner.
- Management or consultative position in the financial function of an organisation desirable.
- Prior people management and delegation skills desirable.

Education

- Bachelors Degree in Accounting required.
- Chartered Accountant (or equivalent) qualification and membership required.
- Clean, current driver's licence required.