



# Tūranga Mahi - Position Description: *Kaihoe Pūtea* - Financial Accountant

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***Nāu te rourou, nāku te rourou ka ora ai te iwi***

*With your basket of knowledge, and my basket of knowledge, all will be well*

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 70,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Our people are central to achieving our Vision 2030 and providing high quality community services that offer best value for money. And we are committed to building a high performing culture based on our **core values** of being *innovative, helpful, respectful, engaging and inspiring*. In addition to our values, there are **core competencies** required of all Council staff, being:

- *Performance Orientation*: A high performer consistently delivering performance outcomes
- *Solutions Focused*: Committed to customer-centred continuous improvement
- *Teamwork*: Contributes effectively within a team providing leadership where appropriate
- *Relationships*: Well-developed interpersonal, and relationship engagement and management skills
- *Collaboration*: Works collaboratively across teams and functions within a matrix organisation
- *Accountability*: Willingly takes accountability and engage in problem solving
- *Te Ao Maori*: Proficiency in te reo Māori me ōna tikanga appropriate to their role<sup>1</sup>.

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Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community.

Our top priority is to ensure the health, safety and wellbeing of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health, safety and wellbeing of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the District. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation e.g. activities to build bicultural capability, improve health and safety, or promote diversity.

The following pages provide the requirements of your specific position. In addition to these, you are also expected to be proactive in knowing and following Council policies and procedures.

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<sup>1</sup> This is informed by our Bicultural Competency Framework, and staff are actively supported in gaining competency through our Te Haerenga programme.



## TE ĀHUA O TE MAHI - POSITION SPECIFICATION

MAHI - POSITION:	Kaihoe Pūtea - Financial Accountant
RANGATIRA - REPORTS TO:	Accounting Lead
KĀHUI - GROUP:	Business Support
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKETANGA - MISSION STATEMENT:	<p><b>Finance and Business Performance team Mission Statement:</b> The Finance and Business Performance team delivers trusted Governance, timely and accurate financial services, information and support to a wide range of stakeholders. We uphold the utmost in professionalism and integrity and our Business partnering approach means we provide collaborative and value added services to optimise business performance.</p> <p><b>Financial Services Team Mission Statement:</b> The Financial Services team processes, interprets, and maintains financial information while providing quality customer service and training. We strive to protect the financial integrity of the Council by delivering accurate and timely financial records that meet audit standards, ensure that Council satisfies relevant regulatory and compliance obligations and act as the front line to safeguard the Council Financial strategy.</p>
PŪTAKE - POSITION PURPOSE:	<p>To support the Senior Financial Accountant and the wider Finance team. This will involve monthly reporting, assistance with preparation of the Annual Report and the Audit files.</p> <p>Ensuring the business is accurate, timely and reliable in its financial transaction processing, and has the accurate, timely and reliable financial reports necessary to both manage the business and meet its reporting obligations.</p> <p>All finance functions are undertaken professionally, efficiently and to the required standard</p> <p>Developing and maintaining strong working relationships with internal and external stakeholders including operational staff, core service providers (especially the Council, finance and payroll teams) and other suppliers.</p>
NGĀ WHAKARITENGA - DELEGATIONS	<p>Briefly state:</p> <ul style="list-style-type: none"> <li>• Number and nature of direct reports - Nil</li> <li>• Budget responsibility – Nil</li> </ul>

**NGĀ MAHI MATUA –  
KEY ACCOUNTABILITIES:**

- Internal billing - prepare internal billing based on job costing – this will be phased out over the next few months
- Preparing month-end reporting journals
- Bank reconciliations - prepare the bank reconciliations for 3 bank accounts
- Balance sheet reconciliations - completion of balance sheet reconciliations
- Monthly management reports - assisting with the preparation including analysis and commentary
- Monthly review of the general ledger to ensure accuracy in terms of the nature of transactions and cost centre allocations
- Tax obligations - ensuring the organisation meets its tax obligations including timely review and filing of all relevant taxes (GST, FBT, RWT and other indirect taxes)
- Prepare returns for Stats New Zealand
- Annual financial statements - play a key role in the preparation of Council's annual financial statements and accompanying notes as of 30 June balance sheet date
- Annual audit - Prepare audit files and work-papers and assist with audit queries during the year-end audit with Audit New Zealand.
- Assist with fixed asset accounting. Council manages some \$1.3B of fixed assets including roading and water networks. Asset reporting responsibilities include the reporting, commissioning, disposal, transfer, revaluation and depreciation of assets and WIP. Work with relevant business partners, accounting team members and asset managers to ensure tasks are completed in a timely and accurate manner.
- Ensure that Council maintains best practice in financial management and reporting through continuous review of and updating financial policies, systems and procedures.
- Assist in budgetary and financial plan preparation and processing through providing insight in actual income and expenditure.
- Undertake and prepare analytical reviews as required.
- Identify opportunities to improve the efficiency of transaction processing, the effectiveness of financial control, and the quality of financial information across all areas of the accounting team.
- Undertake projects and ad hoc work as required.

*NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional responsibilities that are consistent with the purpose of your employment.*

## TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

<p><b>NGĀ TOHU - FORMAL QUALIFICATIONS:</b></p> <p>(Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</p>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Degree in Finance/Accounting</li> <li>• Chartered Accountant (CA) qualification and current member of a Professional Accounting body or working towards this</li> <li>• 5 + years' experience in a medium to large organisation in a financial accounting role</li> <li>• Experience using financial software</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• An understanding of the services and related business processes that local Councils provide to their communities.</li> <li>• Knowledge of GAAP and Public Benefit Entity International Public Sector Accounting Standards (PBE IPSAS)</li> </ul>
<p><b>NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES</b></p>	<ul style="list-style-type: none"> <li>• An ability to maintain confidentiality and exercise judgement and discretion</li> <li>• Strong analytical ability, attention to detail, high quality standards, and excellent organisational skills</li> <li>• Ability to understand, develop and document procedures and implement processes</li> <li>• Solid knowledge of financial and accounting procedures</li> <li>• Be deadline - and delivery conscious with an ability to work in a fast-paced environment, and deal with ambiguity, and strong problem-solving skills</li> <li>• Must have ability to multi-task and manage a varied and demanding workload, supported by effective time management, prioritising and delegation skills</li> <li>• An ability to work unsupervised and to be self-motivated</li> <li>• Strong communication skills (written and oral) and interpersonal skills are essential, so that you can effectively deal with people across the organisation</li> <li>• Team player – ability to work collaboratively in a team to get things done</li> <li>• Understanding of local government framework</li> <li>• A history of being a high performer who consistently delivers agreed performance outcomes and outputs</li> <li>• Systematic organised approach to work and proven ability to adapt and deal effectively with changing priorities and requirements</li> <li>• Demonstrated innovative thinking and planning abilities, balanced with pragmatism and an ability to respond to ambiguity</li> <li>• An ability to actively facilitate cross organisational and cross functional services and collaboration in a matrix structure</li> <li>• Ability to accurately interpret and understand legislation.</li> <li>• Excellent Microsoft excel skills</li> </ul>

<b>NGĀ UARATANGA - VALUES:</b>	<p style="text-align: center;"><b>Tatau Tatau – We Together</b> <b>Kotahi Tatau – One Community – One Team</b></p> <p><b>WHY WE DO IT.....</b> We believe in empowering our people and providing them with the tools to create value and make a positive difference in their lives and the lives of others</p> <p><b>HOW WE DO IT.....</b> We do this by working in partnership, making it simple and solutions focused</p> <p><b>WHAT WE DO.....</b> We provide quality services for our community and people to prosper</p> <p><b><i>OUR CORE VALUES – PEOPLE FIRST</i></b></p> <p><b>RESPECTFUL:</b> Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate</p> <p><b>HELPFUL:</b> Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding</p> <p><b>ENGAGING:</b> Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive</p> <p><b>INSPIRING:</b> Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised</p> <p><b>INNOVATIVE:</b> Find solutions, Progressive, Continuous improvement, Empowered</p> <p><b>BICULTURAL:</b> Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences</p>