

POSITION DESCRIPTION

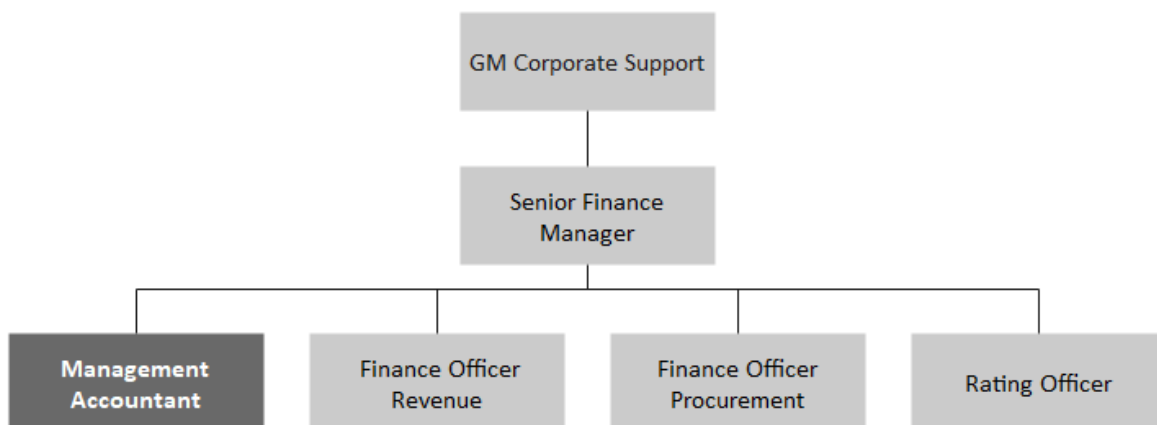


Job Title:	Management Accountant
Department:	Finance, Corporate Support
Responsible to:	Senior Finance Manager
Responsible for:	No staff report to this role
Date:	July 2024
Position Holder:	Vacant
Hours:	Full-time, 37.5 hours per week. Monday to Friday. Attendance at meetings post 05:00 pm, on occasions may also be required.

Purpose

To provide organisation wide financial and administrative support and in particular to the Senior Finance Manager and customer service, debtors and creditors functions.

Organisation Context



Functional Relationships

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/Lead	Deliver to
Internal	GM Corporate Support	✓	✓		✓		✓
	Senior Finance Manager	✓	✓		✓		✓
	Corporate Support team	✓	✓	✓	✓		
	Other council staff	✓	✓	✓	✓		✓
External	Other local authorities	✓	✓		✓		
	Public members	✓			✓		
	Auditors	✓			✓		✓
	Account Manager - Bank	✓	✓		✓		
	Contractors/Consultants/Advisors	✓	✓		✓		✓

Key Results Area

The position objectives of the Management Accountant encompass the following areas:

- Management Accounting
- Reporting
- Business Partnering

The requirements in the above Key Results Area are broadly elaborated below.

What you will do to Contribute	As a result, we will see
<p>Management Accounting</p> <ul style="list-style-type: none"> • Provide sound financial management support and advice to budget holders for decision-making including review of operational activities and guidance on the development of business cases, budget management, reporting, robust financial analysis, and forecasting. • Coordinate, manage, and develop the transactional functions. • Assist with the preparation of the Annual Report and the financial information for the Long-Term Plan (LTP) and Annual Plan. • Identify and process fixed asset capitalisation 	<ul style="list-style-type: none"> • Assisting with the coordination of the planning and budgeting round, including providing accounting analysis and advice to all levels of management. • Financial advice and support are provided in a timely and accurate manner. • Accurate and relevant reports are provided for the Council's Senior Leadership Team and the managers. • Responsible for reviewing, updating, developing, and preparing the financial models on the Council's annual reports and long-term plans.

<p>and disposals.</p> <ul style="list-style-type: none"> • Identify financial areas for review and undertake projects to drive continual improvement. • Perform master creditor maintenance reviews. • Review and approve batches for creditor/supplier payment runs. • Perform data analytics to inform the organisation. • Review, validate, and file annual FBT wash-up returns. • Compile and validate GST and FBT returns and payments in accordance with the statutory timeframes. Monitor and communicate any breaches to the Senior Finance Manager. • Keep abreast of legislative changes for FBT and GST and apply those changes where applicable. • Provide backup to other members of the finance team. 	<ul style="list-style-type: none"> • The financial system is maintained and accurately recorded to ensure management has access to accurate date financial information. • Effective management of the Council's tax obligations is provided. Preparing taxation and statistical returns for the Council's various activities. • Ensuring compliance with all appropriate legislation, accounting codes, standards, policies, and procedures that relate to the functions and activities performed.
<p>Reporting</p> <ul style="list-style-type: none"> • Assist with monthly variance reporting and preparation and processing of accounting journal entries. • Prepare, review, and validate bank reconciliations. • Review and validate monthly and year-end balance sheet reconciliations. • Ensure processes and procedures are maintained, supporting data integrity. • Review and validate transactions, asset import templates, worksheets, and journals. 	<ul style="list-style-type: none"> • Preparing forecasted financial reports as requested. • Assisting in the preparation of the Financial Statements, including providing advice on appropriate reporting approaches under generally accepted accounting practice. • Preparing monthly accounts, assisting with budgeting and cash flow forecasting, and management accounting. • Workflow is managed, ensuring deadlines are met.

- Continually review and improve financial systems, structure, and management.
- Respond to audit enquiries.
- Any other tasks that may be assigned.

Business Partnering

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| <ul style="list-style-type: none"> • Proactively engage with the business to build and maintain good relationship and be able to communicate clearly with non-financial people. • Understand the business and be able to provide financial advice to budget holders to support good decision making on strategic matters and projects, preparation of business cases, modelling options, analytical reviews, and cost savings. • Assist budget holders in their understanding of financial reports, accounting procedures and practices and provide training on financial systems including budgeting, forecasting, ledgers and accounts enquiries, and guidance on accounting requirements to improve overall financial capability. • Review financial information contained in reports to ensure it is accurate and reflects approved budgets and that all recommendations, decisions and actions comply with the Council's policies, such as delegated authorities and procurement. | <ul style="list-style-type: none"> • Ensuring information and advice supplied to the business contributes to high quality, value-added services that are accurate, verified and timely for immediate decisions and future strategic decisions. • Leading compliance with the relevant legislation, accounting standards and guidelines in the delivery of its plans, forecasts and partnering advice to the business. • Building and maintaining highly effective relationships and lines of communication with business and the budget holders. |
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Financial Responsibility

	YES	NO
Controls a budget		✓

Person Specification

Experience and knowledge

Essential:	Desirable:
Qualification in Accounting or similar.	A relevant tertiary qualification in accounting.
Accurate financial analysis skills with a demonstrated ability to understand and clearly explain financial transactions.	<ul style="list-style-type: none">• Experience with complex financial modelling.• Membership of, or working towards, membership of CAANZ preferred.
High level of computer literacy – especially Microsoft Excel.	Local government experience, particularly with Long Term Plans and knowledge of rating systems is highly desirable.

Specific Skills

- Ability to communicate clearly with people at all levels of the organisation.
- Be self-motivated.
- Be willing to learn existing systems and new processes.
- Have the ability and willingness to take ownership of delegated responsibilities.
- Have the ability to think through issues and offer solutions.
- Be flexible and assist with other duties during busy periods.

Personal Attributes

- A high level of personal and professional integrity.
- The ability to work methodically and efficiently, and to set and meet appropriate deadlines and standards.
- Be self-confident.
- Use initiative and be able to express ideas clearly.
- Ability to work with minimum supervision, manage workflows and prioritise tasks.
- Be flexible and adaptable and be able to work under pressure and to deadlines.
- Maintain an active interest in the affairs and business of the Council.
- Maintain a well-groomed and professional appearance at all times.

Civil defence

To take part in civil defence training programmes and exercises in order that the officer is able to assist effectively in a civil defence emergency. Training will be provided.