

Job Description

Position Title: *Accounts Receivable – Project Backfill*

Responsible to: Finance Manager

Responsible for: N/A

Relationships: Finance Team
All Taranaki Regional Council staff

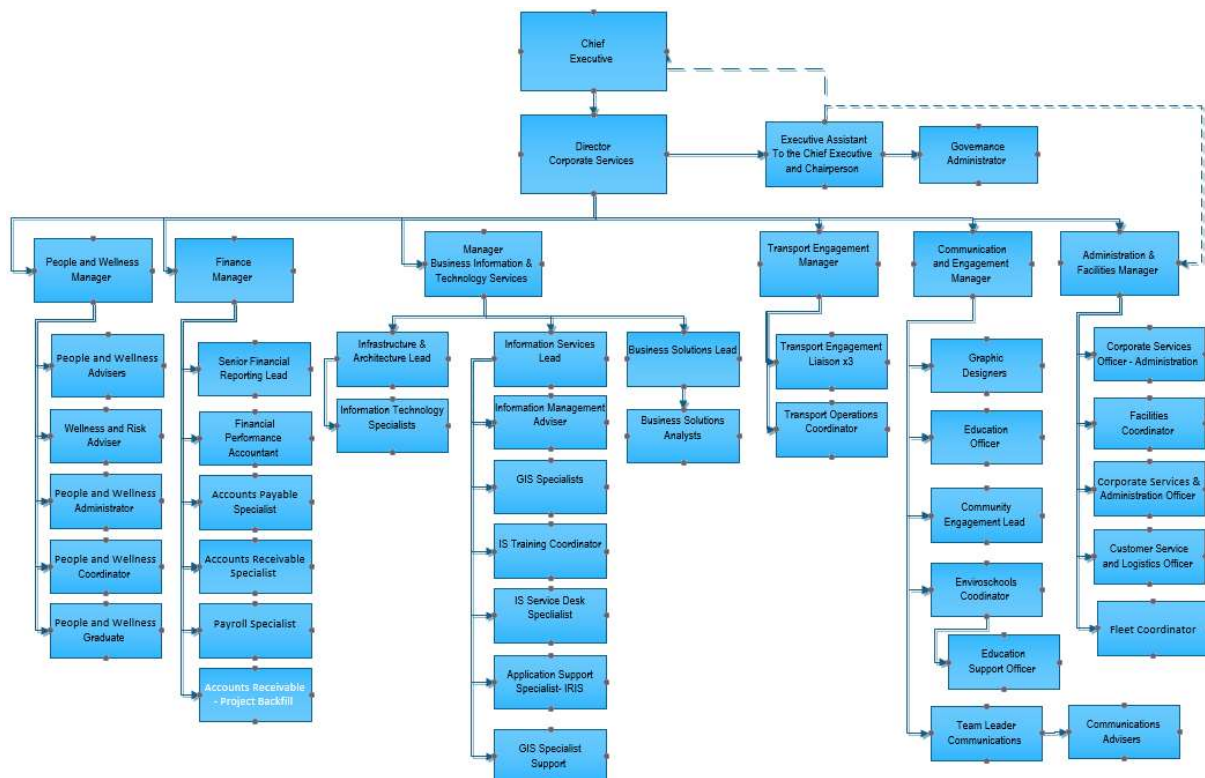
Salary: A market salary for the position will be negotiated, depending on experience, qualifications and aptitude.

Location: Stratford

Job Context: Fixed Term – 12 months (potential to increase or decrease depending on project duration)

Position Number: TBC

Holder: Vacant



Role Purpose

The key purpose of this role is to provide backfill support to the incumbent whilst they are involved with the implementation of the finance system. The role of Accounts Receivable – Project Backfill is responsible for a range of financial services with a specific focus on the accounts receivable and credit control functions.

Once accounts receivable duties are complete, the Specialist will provide a range of support and back-up duties that include assistance to the Finance Team, the Administration and Logistics Team and the wider Corporate Service Team.

Key Skills

Qualification

- Experienced financial professional with skills and experience in a range of financial services and in particular accounts receivable.
- An appropriate tertiary financial qualification and/or a professional accounting qualification such as Chartered Accountant, Accounting Technician or similar is preferred.

Knowledge

- Demonstrated experience in the management of all facets of revenue generation and debt collection.
- Demonstrated experience using up to date technology and systems.
- High levels of computer literacy, including confidence and competence in the use of Microsoft Office and a range of financial products.
- Experience in the development and implementation of financial systems.

Skills

- Accurate and meticulous approach to financial matters.
- Strong organisational and time management skills.
- Ability to multi-task.
- Continuous improvement skills.
- Excellent customer service skills and focus.
- Ability to operate at a strategic as well as operational level.

Personal Attributes

- Understanding and commitment to the principles of the TRC development programme
- Commitment to the ongoing development and improvement of financial systems and processes
- Commitment to gaining an understanding of Te Ao Māori and te reo Māori
- Attention to detail.
- A can-do attitude.
- Good interpersonal and relationship-building skills.
- Ability to perform under pressure to meet tight deadlines.
- Able to work with minimum supervision.
- Committed to getting the job done, with a high degree of self-motivation.
- Team Player – willingness and flexibility to undertake a range of tasks and work non-standard hours if required.
- Integrity, honesty and the ability to operate with confidential information.

Tasks

- Manage, lead and complete the revenue generation and collection functions across all activities.
- Completion of all revenue and accounts receivable monitoring, reporting and reconciliations.
- Proactively apply debt collection policies and procedures.
- Ongoing development and enhancement of business processes and financial systems.
- Responsible for job costing functions and reporting.
- Provide assistance and support to the Finance team, Administration and Logistics Team and the wider Corporate Services Team.
- Any other task and duties as required by the Financial Services Manager and the Director Corporate Services.

Health and Safety

The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities. There are two key points to health and safety:

- The safety of our people and the communities in which we operate always comes first
- We are all empowered and expected to challenge any unsafe situation at work

We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning
- Ensuring competence to do the job

Mission and Key Messages

Our Mission:

To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources
- Safeguarding Taranaki's people and resources from natural and other hazards
- Promoting and providing for significant services, amenities and infrastructure
- Representing Taranaki's interests and contributions to the regionally, nationally and internationally community

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our Key Messages:

The Taranaki Regional Council works with the Taranaki community:

- Improving lifestyles
- Supporting livelihoods
- Taking Taranaki forward

Values:

We are committed to:

- Public service
- Service First
- Improving the quality of our performance
- Working safely
- Effective communication and teamwork
- Initiative and the right to make mistakes
- Accountability and results
- Presentation, respect and care
- Job satisfaction