

Job Description

Position Title: Financial Accountant – Project Backfill

Responsible to: Finance Manager

Responsible for: N/A

Relationships: Finance Team
All Taranaki Regional Council staff

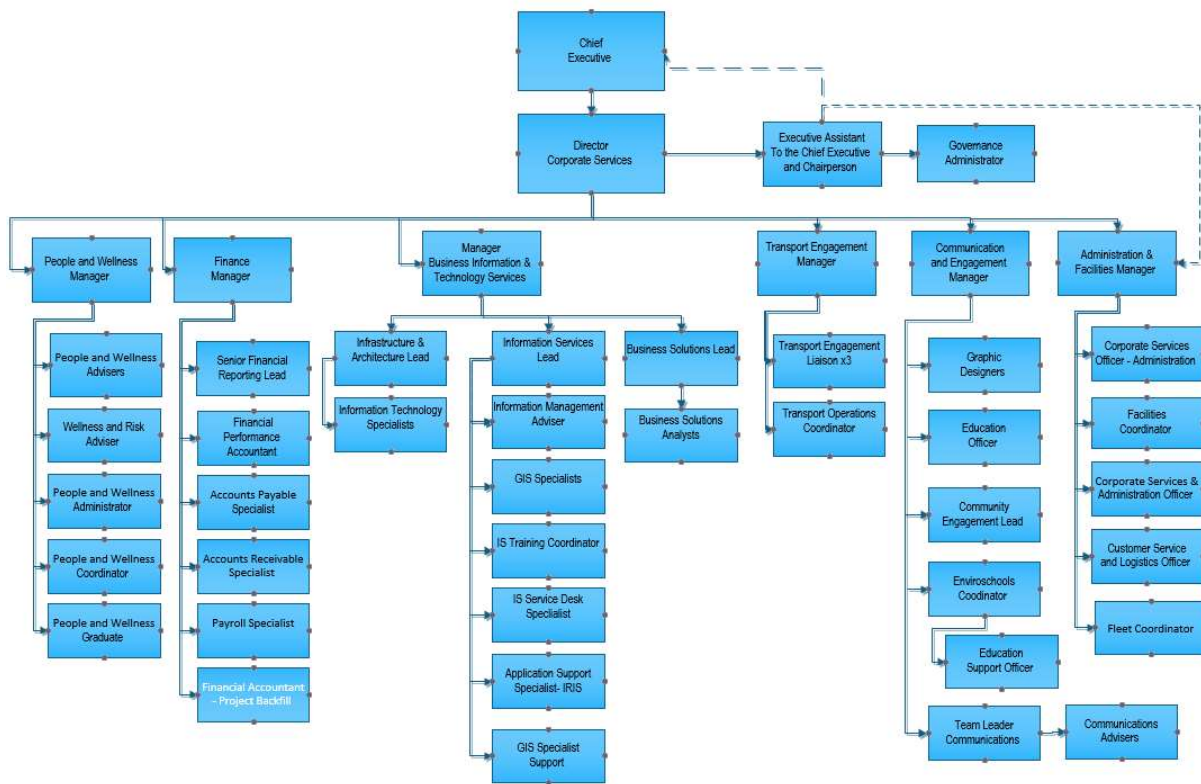
Salary: A market salary for the position will be negotiated, depending on experience, qualifications and aptitude.
This position is covered by an Individual Employment agreement

Location: Stratford

Job Context: Full-time, fixed Term 12 months
(potential to be increased or decreased depending on project duration)

Position Number: TBC

Holder: Vacant



Role Purpose

The role of the Financial Performance Accountant is to provide finance and accounting services, and business partnering support to the Council; preparing budgets, forecasting, reporting and financial statements.

The role provides backup support to all other members of the Finance Team, the Administration and Logistics Team and the wider Corporate Services Team.

The Council has a leadership and staff development programme (Our TRC). This role will have an excellent understanding of the programme and will be committed to its implementation at both an individual and organisational level.

Key Skills

Qualification

- Bachelor degree in accounting and either working towards or membership of Chartered Accountants Australia and New Zealand.

Knowledge

- Financial planning, reporting and systems
- Computer literacy, including confidence and competence in the use of Microsoft Office products
- Local government experience is desirable but not essential

Skills

- Accurate and meticulous approach to financial matters
- Strong organisational and time management skills
- Ability to manage multiple jobs
- Well organised and methodical
- Customer service skills
- Ability to lead and mentor other team members

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
- Excellent 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
- Ability to work in a confidential manner including tact and discretion
- Team Player

Tasks

- Assist with the preparation of financial statements management accounting reporting processes and preparation of the Long-Term Plan and Annual Plan budgets.
- Provide business partnering expertise and regular manager finance review meetings, to managers and team leaders supporting them with budgets, forecasts, and financial reporting.
- Manage Government funding agencies claims and management financial reports.
- Lead Opal 3 Management and Development
- Prepare regular reports for Statistics NZ.
- Lead the development and enhancement of finance and business systems and practices.
- Maintain the asset management system and report on a monthly basis, including preparation of additions, disposals and depreciation batches, and undertake the annual asset stocktake.
- Provide technical expertise and assistance to other members of the Finance Team, specifically to build knowledge and expertise.
- Provide back-up support to all other members and functions within the Finance Team.
- Provide back-up support to the Administration and Logistics Team and the wider Corporate Services Team
- Any other task and duties as required by the Finance Manager and the Director - Corporate Services.
- May be required to work outside normal working hours

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