

Management Accountant

Reporting to: Finance Manager
Location: Finance and Administration
Date Reviewed: July 2021

Position Purpose

To assist Management to use financial information to inform business strategy. Responsible for the provision of efficient and effective accounting and financial services to the Westland District Council.

Functional Relationships

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> • Chief Executive • Executive Team • Mayor and Councillors • Westland District Council staff 	<ul style="list-style-type: none"> • Ratepayers, Residents and the General Public • Government Departments • Local Authorities • Local Government New Zealand • Audit NZ • Westpac • Contractors and Consultants • Other Council Servicer suppliers

Limitations of Authority:

As defined in the Delegations Manual.

Financial: Nil
Staff: N/A
Operational: Nil

Key Tasks and Responsibilities

1. Creation of Capex statements for internal and external company requirements

Expected Results:

- a) All internal reporting completed to a high standard and on time.
- b) Assisting in providing all external reporting to a high standard and on time.
- c) All financial records maintained in compliance with statutory and Audit NZ requirements.
- d) All capital expenditure capitalised when appropriate and in line with Asset Capitalisation Policy.
- e) Asset disposals in a timely manner and in line with Asset Disposal Policy.

2. Provision of Capex financial analysis and forecasting in collaboration with activity managers.

Expected Results:

- a) Accurate reporting of Capital expenditure against budget to allow for activity manager review.
- b) Provision of analysis to activity managers to understand variances between actual expenditure and budgeted expenditure.

- c) Assistance to budget managers to reforecast on a monthly basis.

3. Long Term and Annual Plan

Expected Results:

- a) As part of the project team, assist in preparation of the capital budgets and statements for the Long Term Plan (LTP).
- b) Assist in preparation of the capital budgets and statements for the Annual Plan in years when there is no LTP.
- c) Assist Finance Manager and Strategy and Communications advisor to prepare financial information for Council workshops.
- d) Assist Strategy and Communications advisor to prepare information for Community consultation.

4. Provide financial support and accurate actuals analysis of Capital expenditure

Expected Results:

- a) Quality informative actual reporting of capital projects expenditure to Capital Projects Manager
- b) Internal funding advice for assistance in external funding applications
- c) Input into capital project business cases

5. Fixed Assets Register

Expected Results:

- a) A financial fixed assets register that ensures all additions, disposals and revaluations are accurately recorded.
- b) Reconciled financial fixed asset register against Assetfinda.

6. Continuous improvement of financial systems reporting of capital expenditure

Expected Results:

- a) IBIS Breeze reporting system that reflects current PBE IPSAS accounting standards, Local Government Act 2002 Schedule 10 and Financial Prudence (and reporting) regulations 2014.
- b) Reporting that (within system limits) meets the expectations of the users of those systems.
- c) Support to non-financial staff in using IBIS Breeze Interactive.

7. General ledger capital expenditure reporting

Expected Results:

- a) A General Ledger tree that meets Council's requirements and allows for reporting that is as automated as possible with minimal manual adjustments.

8. Other Duties

Expected Results:

- a) Supporting the team by completing other duties as and when they arise

HEALTH AND SAFETY:

- To adhere to all Council's health and safety plans, policies and procedures including using protective equipment supplied.

- To identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- To implement the removal of hazards where practicable and provide training in this area.
- To investigate accidents and near miss events.
- To ensure staff are trained and kept up to date with any new work safe policy changes.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

To meet the Council’s statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council’s emergency response.

Person Specification

Qualifications/Experience

- CA or equivalent Accounting qualification
- 5 years’ experience in similar role
- A high degree of computer literacy with experience of ERP systems
- Good knowledge of applicable finance policies, procedures and legislation

Skills / Attributes

- Excellent verbal and written communication skills.
- Ability to ensure that work is completed to a high standard with strong attention to detail.
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative
- Critical and analytical thinking.
- Ability to manage time, prioritise and organise workload to meet multiple deadlines.
- Display professionalism, honesty, integrity and reliability

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.

Employee’s Signature

Date

Manager’s Signature

Date