



## POSITION DESCRIPTION

<b>Position:</b> Management Accountant	<b>Group:</b> Finance, Strategy and Governance
<b>Job-holder:</b> Vacant	<b>Location:</b> Taumarunui
<b>Responsible to:</b> Senior Management Accountant	<b>Date:</b> July 2024
<b>Responsible for:</b> The provision of business stakeholder management by providing expert advice on budgeting, planning, risk management, and financial decision making. The role is part of a small team of management accountants that deliver financial accounting services across the business.	

### OUR DISTRICT:

We are proud of our reputation in the community and are working hard to bring to life the 10-year Long Term Plan (LTP). Council is on a journey to drive and support the development of safe, prosperous, rural communities that thrive and capitalise on our agriculture, business and tourism sectors, while sustaining our beautiful environment. We are doing this through promoting an environment which is sustainable, enhances the quality of life, and meets the needs of our present and future citizens and visitors to the Ruapehu District. We serve a population of 13,000 spread across 6,730 square kilometres, with an annual turnover of \$50 million and assets of \$500 million including one million visitors to our unique and beautiful environment.

The Ruapehu District offers an enviable lifestyle on offer with the Tongariro World Heritage Park and the Whanganui National Park, as well as having superior snow sports, Cycle trail, trekking, kayaking, hunting and fishing at our doorstep to support a healthy work life balance.

### OUR LEADERSHIP PHILOSOPHY:

Our leadership ethos is founded in valuing People, Teamwork and Continuous Improvement through our day to day activities, behaviours and our interactions with staff, iwi, and key stakeholders in our community. We are respectful in our approach and lead by example. See Attachment 1, "Three Pillars of our work at RDC".

### POSITION OVERVIEW:

The Management Accountant is expected to partner closely with their business stakeholders by providing expert advice on budgeting, planning, risk management, and financial decision making.

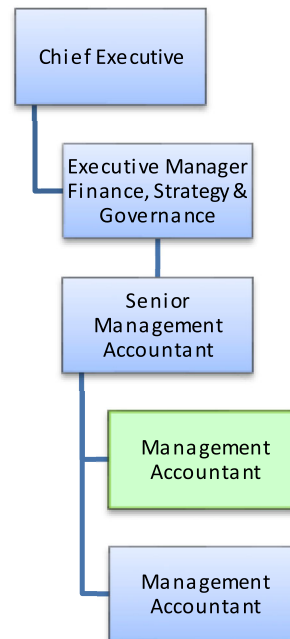
**Financial & Non-Financial Delegations:**

**Number of direct reports:** 0

**Number of indirect reports:** 0

**Expenditure Authority Levels:** Individual expenditure items within approved budgets

**ORGANISATIONAL CONTEXT:**



**LEVEL OF AUTONOMY AND DEGREE OF DELEGATION:**

The role operates under a series of high-level KPIs, working collaboratively to monitor and advice on business financials. The role is advisory in nature and supports its stakeholders to make informed decisions by supplying factual, accurate business information.

**STAKEHOLDER ENGAGEMENT:**

**Internal:** Chief Executive, Executive Managers, Finance Team Members, Budget Managers and all other Council Team Members.

**External:** Audit New Zealand, Inland Revenue, ACC, Statistics New Zealand, Debt collection contractors, Professional Services contractors, Insurance Contractors.

**THE ROLE:**

The role performs a variety of accountancy tasks focused on ensuring the council is always informed of its financial position. The role supervises all of the accounts activity to ensure payment terms are upheld with external partners and internal teams.

**KEY ACCOUNTABILITIES – this table forms the basis for annual KPIs**

- Financial management, accounting and reporting
- Accounts management
- Project and Programme accounting support
- Long Term Planning, Annual planning and forecasting
- Health, safety and compliance
- Technology and software

Key Performance Areas	Key Accountabilities	Key Performance Indicators
<b>RDC Values</b>	Conduct all business activities in line with the council's shared values.	Demonstrate the council's shared values in all business activities and business engagements with both internal and external partners.
<b>Financial management, accounting and reporting</b>	<p>Provide high quality financial advice to all internal teams.</p> <p>Assist internal budget holders to understand their roles and responsibilities in managing financials and budgets.</p> <p>Complete monthly, quarterly, ad-hoc and annual reporting against the RDC financial strategy and key financial performance targets.</p> <p>Assist the Senior Management Accountant and Financial Accountant with the forecasting process.</p> <p>Ensure requirements and information is produced on time with proactive advisory of the appropriate actions to achieve audit clearance when required.</p>	<p>Accurate reporting is provided and is always compliant with internal and external requirements.</p> <p>Expert advice and information is conveyed to relevant stakeholders as requested and is aligned with the regular financial reporting cadences.</p> <p>Detailed and clear reporting is provided as required, information is provided promptly and is easily understood by stakeholders.</p> <p>The business is supported in all audit and compliance tasks associated to managing financial accounts.</p> <p>Robust financial modelling and reporting is in place to enable the tracking of the financial strategy at any point in time.</p>

	<p>Deliver financial reporting and results through the achievement of statutory, strategic and operational objectives including long term, annual and monthly reporting cycles.</p> <p>Maintain General Ledger accounts and reconciliations.</p> <p>Support the Financial Accountant with all taxation compliance requirements, to ensure FBT and GST returns are filed and paid on time.</p> <p>Support the Financial Accountant with Annual Report and Audit process.</p> <p>Support as required Financial Accountant manage treasury function, including producing an accurate cashflow forecast.</p>	<p>The Financial Accountant is supported with managing the general ledger and taxation tasks. All accounts are reconciled clearly and with integrity of the data.</p> <p>An accurate cashflow forecast is produced and can be relied upon to form sound investment and lending decisions. Council funds and lending is maximised to ensure all decisions made are cost effective for ratepayers.</p> <p>Financial asset database is accurate and up to date. Revaluations are completed in a timely manner. Audit is satisfied with Revaluation data and approach.</p>
<p><b>Accounts management</b></p>	<p>Assist the finance team to develop appropriate financial strategies, policies, processes, systems, tools and procedures.</p> <p>Assist the finance team in meeting future and current stakeholder needs through innovative thinking, effective planning and delivery across the team's transactional, reporting and decision support activities.</p> <p>Implement Council's financial policies including accounting, revenue and financing policies.</p> <p>Monitor financial targets and budgets, managing compliance and reporting on non-compliance. Recommend corrective action on a timely basis.</p> <p>Provide accounting support in management of business group project and programme management.</p>	<p>The finance team and finance leaders are supported in creating, implementing, and upholding suitable processes to achieve a high standard of financial integrity.</p> <p>Policies and procedures are clearly documented and shared with the relevant stakeholders.</p> <p>The quality of financial management and internal control environment meets the expectations of internal and external audits.</p> <p>The quality of financial management procedures and controls meets adherence to the ICANZ accounting standards.</p>

<b>Annual planning</b>	<p>Prepare annual budgets and associated reporting.</p> <p>Review key areas of spend including internal charges, wages, salaries, fees and charges within agreed timeframes.</p> <p>Maintain the council's budgeting tools and financial modelling tools appropriately and with integrity.</p>	<p>Annual budgets are prepared accurately and on time.</p> <p>Audited financial information has complete and accurate audit files and supporting reports.</p> <p>Financial information complies with best practice.</p>
<b>Health, safety and compliance</b>	<p>The CEO, as the Officer, has overall responsibility for the effective management of workplace health and safety within Ruapehu District Council (the PCBU).</p> <p>However, safety is everyone's responsibility, and all workers should strive to meet and exceed the requirements of the Health and Safety at Work Act 2015.</p> <p>Take reasonable care of your own health and safety, with reasonable care that your actions or omissions do not affect the health and safety of other people.</p>	<p>Demonstrate reasonable care of personal health and safety and care of others.</p> <p>Ensure policies and procedures relating to health and safety at the workplace are always adhered to. Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.</p> <p>Report all hazards and risks in a timely manner in line with reporting procedures.</p>
<b>Technology and systems</b>	<p>Adhere to the use of council technologies and digital platforms inclusive of DWS and Microsoft programs</p>	<p>Show a good working knowledge and use of our technology systems while ensuring related documents are accessible and up to date.</p>

**ANY OTHER INFORMATION RELATED TO POSITION:**

The council is responsible for Civil Defence emergencies. It is understood that all employees will be trained and may be called on to keep open essential services and may participate in emergency management training and respond to adverse events and assist in other duties as required.

**PERSON SPECIFICATION**

**Professional & Technical Competencies**

- Experience working in local government with related financial systems.
- At least three years' experience in accounting.

**Formal qualifications**

- Chartered Accountant or equivalent.
- Full NZ driver's license.

**Depth and breadth of experience needed**

- Hold a high-level understanding of accounting concepts and standards.
- Annual Report and planning experience.
- Advanced excel and financial system skills.
- Ability to understand and interpret legislation, policies and procedures.
- Excellent attention to detail.
- Good understanding of regulations including the Local Government Act 2002, Privacy Act, Local Government Official Information and Meetings Act, Local Government Rating Act 2002.
- Confident communicator and problem solver.
- Ability to operate and maintain financial and budgeting systems.

POSITION-HOLDER:

NAME.....

MANAGER

NAME.....

SIGNATURE..... DATE.../.../...

SIGNATURE..... DATE.../.../...

## Attachment 1

### The Three Pillars of our work at RDC

#### People

- Our job is to serve the people of the Ruapehu. Every customer and community member is to feel that they are listened to, treated respectfully, and we 'go the extra mile' to find solutions for them;
- We must be good and sincere communicators, and 'do what we say we will do when we say we'll do it';
- We must ensure that our customers, including other staff are, satisfied with our service;
- We must each individually commit to building a great workplace, where every staff member "starts each day with a sense of purpose and ends each day with a sense of accomplishment".

#### Teamwork

- We must trust each other's abilities and roles in the organisation;
- We must respect each other's different perspectives, cultures, life and work experiences – because these are strengths;
- We must accept our limitations and need of others – to work together for better results for our customers and community.

#### Continuous Improvement

- We must accept responsibility and accountability for our own work;
- We must challenge and try to improve everything we do to deliver quality results;
- We must not be afraid to lead change to deliver better services to our community;
- We must commit to consistently achieving more cost-effective and smarter ways to work;
- We must provide effective and efficient services and assets to our communities at all times.