

Finance Support Officer

Position Description



Mackenzie
DISTRICT COUNCIL

Position Description

Position:	Finance Support Officer
Incumbent:	TBC
Reports to:	Finance Manager
Location:	Fairlie
Department	Corporate, Commercial, and Planning
Business Unit:	Finance
Role Family:	Admin / Customer Service / Support Roles

Customer Relationships:	Who:
➤ External	<ul style="list-style-type: none">➤ Mackenzie District Council creditors➤ Government Agencies and other local authorities➤ Iwi / Papatipu Rūnanga / Mana Whenua➤ Inland Revenue Department➤ Statistics New Zealand➤ Debtors and ratepayers➤ Members of the public
➤ Internal	<ul style="list-style-type: none">➤ Members of the Finance Team➤ Executive Leadership Team➤ Senior Leadership Team➤ All other Mackenzie District Council employees

Position Contribution:

The Finance Support Officer shall be primarily responsible for the day to day effective and efficient maintaining of account reconciliations, general ledger and fixed assets processing, creditors and rates processing, as well as support for payroll, debtors and receipting.

The role is critical for assisting with the delivery of job specific responsibilities in line with the Mackenzie District Council's various Business Unit programs of work, which includes ensuring environmental risks are minimised and infrastructure is run efficiently.

The Mackenzie District Council is focused on the delivery of best practise and innovation, collaboration and embracing kaitiaki principals in all that it does.

Scope:	Dimensions:
Delegated levels of authority	Refer to MDC Delegations Manual
Span of Control	Nil

Expected Outcomes:	Primary Areas of Responsibilities / Measures:
Finance and Accounting	<ul style="list-style-type: none"> • Assist in the preparation and development of monthly financial reports for management, Council and associated committees, including journals, allocation processing and one-off reports. • Assist with the processing of fixed assets and ensure that these are processed in a timely manner. • Assist with the monthly reconciliation process of all Balance Sheet accounts to ensure timely and complete verification of balances, complying with Audit requirements and providing assurance that all debtor, creditor and cash balances are accurate and have appropriate supporting documentation. All documentation to be filed in Laserfiche in the appropriate place. • Maintain a complete electronic record of all capital invoices for the year, to enable accurate records to be reported on at year end. Documents to be stored in Laserfiche in the appropriate place. • Assist with the preparation of the annual report, annual budgets and plan and the long-term plan. • Provide accurate information to auditors in a timely manner and assist with the audit process, to achieve a positive outcome for Council. • Assist with other duties as reasonably required by the Financial / Systems Accountant and Management Accountant. • Assist with other duties as reasonably required by the Manager Finance. • Assist with the ongoing development of accounting systems and review.
Payroll and Creditors	<ul style="list-style-type: none"> • Assist the Payroll and Creditors Officer with the accounts payable process ensuring that timely and accurate payment of all suppliers occurs. • Assist the Payroll and Creditors Officer with supporting Council staff in use of the electronic purchasing system. • Assist the Payroll and Creditors Officer with the fortnightly payroll process ensuring that timely and accurate payment of Council's employees and contractors occurs.

	<ul style="list-style-type: none"> • Be the fully trained back up in the payroll and creditors functions and processes.
Rating	<ul style="list-style-type: none"> • Assist the Senior Revenue Officer with the Council's rating system functions and processes. • Respond appropriately to ratepayer enquires and requests in a timely manner. • Process change of addresses and notices of sale in a timely manner. • Process rates rebates in a timely manner. • Provide back up support for the Senior Revenue Officer in instalment processing and rates penalty processing.
Receipting	<ul style="list-style-type: none"> • In conjunction with the Finance Support Officer – Revenue ensure daily processing of bank statements to the MagiQ receipting systems is completed. • Ensure reconciliation for all bank accounts to the general ledger are prepared as part of the end of month processing timetable. • Be the fully trained back up in the receipting function.
Fleet Administration	<ul style="list-style-type: none"> • Assist the Management Accountant with the administration of the Council's vehicle fleet, specifically: <ul style="list-style-type: none"> - ensuring keys are stored correctly and securely, - vehicles are serviced, WOF's and wheel alignments are done before due dates, - Vehicles are registered and Road User Charges are up to date, - All vehicles are fully equipped with up to date first aid kits and safety equipment, - Organise regular cleaning of vehicles (exterior and interior), - Monthly internal charging of vehicle usage.
Health and Safety	<ul style="list-style-type: none"> • Ensure that all activities undertaken are in accordance with the Mackenzie District Council Health and Safety Management System and related procedures. • Ensure compliance with responsibilities under the Health and Safety at Work Act (2015), and any amendments. • Ensure compliance with requirements of the Motor Vehicle Policy • Actively participate in the hazard identification and risk management process and report all accidents, incidents and near misses in a timely manner. • Raise any health and safety related issues or areas of concern with manager or Health, Safety and Wellbeing representative as soon as possible. • Engage in any Health, Safety and Wellbeing related training and complete all applicable course work. • Ensure their own safety while at work. • Ensure that no action or inaction of employees or volunteers while at work, causes harm to any other person(s). • Ensure all personal protective clothing (and equipment) is correctly used and/or worn (as specified in procedures or instructions).






	<ul style="list-style-type: none"> • Ensure that they assist with hazard/risk identification and control of risks as necessary and that they report all unsafe conditions without delay. • Ensure health and safety policies, procedures and processes are understood and complied with at all times. • Ensure all accidents, incidents and near misses are reported accurately and promptly to the relevant Business Unit Manager/Supervisor and Health and Safety Officer and online through MackSafe (within 24 hours of occurrence). • Know how and where to obtain first aid and medical assistance. • Ensure work areas are kept tidy to minimise the likelihood of injury to self and others. • Ensure health and safety issues of concern are communicated to the Manager. • Report/record all training and course attendances with the Health and Safety Officer
Mackenzie District Council Policies, Procedures, Processes and Guidelines	<ul style="list-style-type: none"> • Understand, be familiar with and comply with all Council policies and procedures.
Self-Development / Ongoing / Professional Learning and Development	<ul style="list-style-type: none"> • Continue to develop your financial and accounting skills, knowledge and experience. • To build and maintain professional knowledge appropriate to the position. • Continually investigate and develop improvements to enhance and provide efficiencies with the Council's revenue systems.
Emergency Operations Centre	<ul style="list-style-type: none"> • To be actively involved in Civil Defence Emergency Management when required. • To assist or fulfill roles within the EOC as required.
Confidentiality and Record Keeping	<ul style="list-style-type: none"> • Ensure that all records are saved to the EDRMS. • Ensure that any confidential information that may be acquired, either directly or indirectly, is tagged and classified correctly, and is to be treated appropriately.

The key responsibilities described in this document should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of this position. Key responsibilities may be amended from time to time following consultation. The position holder may also be required to perform duties outside of their normal responsibilities as and when required.

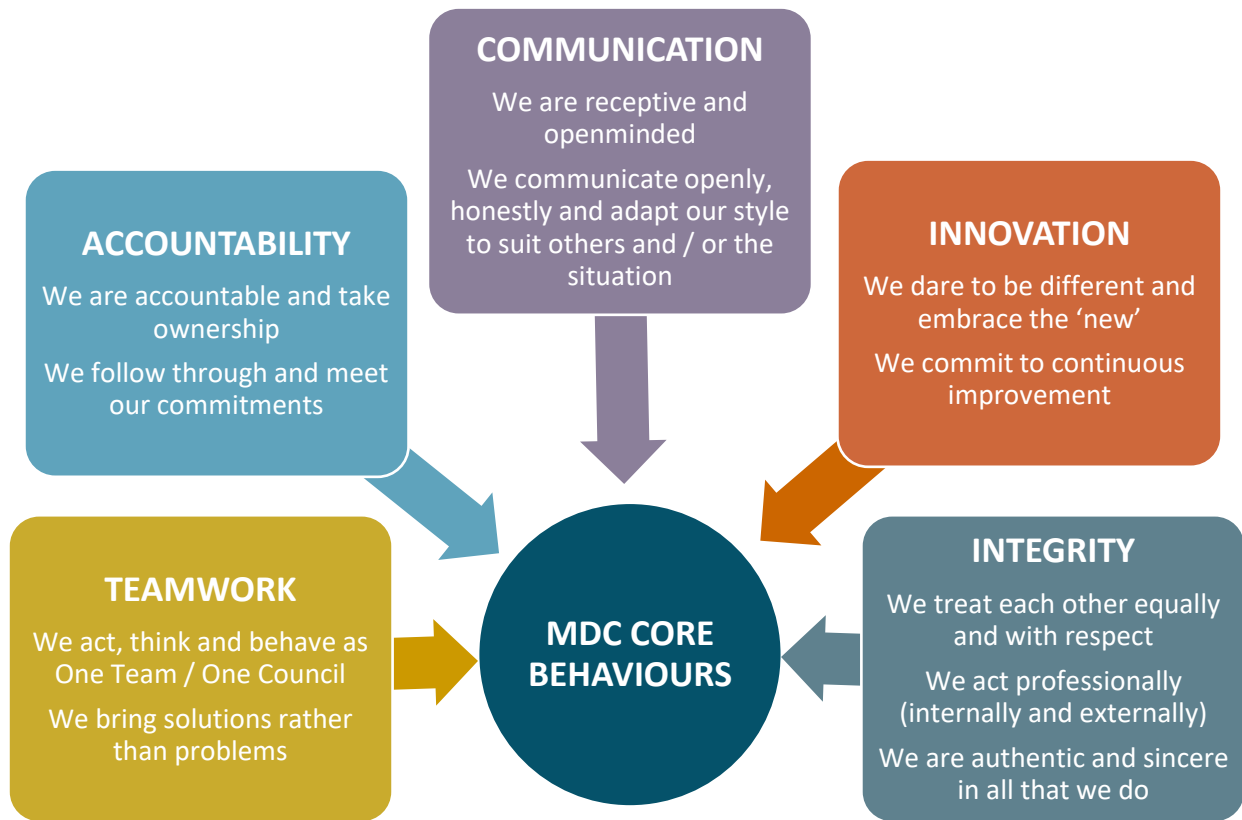
Qualifications, Technical Skills, Knowledge and Ability:

- Preferably a qualification in accounting or a related field; or at least two (2) years demonstrated experience in a similar role.
- Ability to work collaboratively and attentively within the Finance department and the wider Council environment including all Council stakeholders.
- Demonstrated experience working with the Microsoft Office Suite, with a high degree of computer literacy.
- Strong time management and prioritising abilities with exceptional levels of accuracy, attention to detail, and a can-do attitude.
- Sound written and verbal communication abilities.
- Experience working with ERP software and online document management systems.
- Demonstrate a commitment to ongoing learning and development, to improve the way in which Council delivers its services.

Our Values:

	<p style="text-align: center;"><i>Integrity</i></p> <p>Integrity is essential in local government because it is the cornerstone to build and maintain trust and confidence in public organisations, safeguard the public interest and promote high standards of behaviour.</p>
	<p style="text-align: center;"><i>Community Focused</i></p> <p>We believe in being community-focused as this is essential for ensuring that the needs and desires of the community are heard and addressed, building trust and collaboration between the community and local government, promoting economic development, and improving the quality of life for all citizens. We do this by providing better service delivery for higher community satisfaction, and increasing trust in government.</p>
	<p style="text-align: center;"><i>Collaborative</i></p> <p>Collaboration is important to us at the Mackenzie District Council as it leads to increased productivity, better problem-solving, and improved employee satisfaction. We work with key stakeholders to build trust and develop relationships that lead us to solutions that will leverage the strengths of our Treaty partners and stakeholders.</p>
	<p style="text-align: center;"><i>Responsive</i></p> <p>Agility is important to us because it will enable our communities to adapt to changing circumstances and respond quickly to new opportunities.</p> <ul style="list-style-type: none"> • Faster response times: Ability to respond more quickly to changes in the market, customer needs, and technology. This allows us to stay ahead of the competition and take advantage of new opportunities. • Improved innovation: Agility fosters a culture of learning and systems thinking. • Better customer satisfaction: Delivery of products and services that meet or exceed customer expectations, and higher levels of satisfaction. • Increased efficiency: Optimise processes and resources, reducing waste and increasing efficiency. • Greater resilience: Better equipped to handle unexpected challenges and disruptions, such as natural disasters, cyberattacks, or economic downturns.
	<p style="text-align: center;"><i>Forward Looking</i></p> <p>Be forward looking taking a long-term view allows us to anticipate future needs, manage resources effectively, and promote sustainable development for future generations. It also helps to address complex challenges such as climate change, growth. Ensure that we consider the long-term consequences and impacts of threats and opportunities, integrated proactive solutions can be developed.</p>

Our Core Behaviours – Expected of all our Employees (Linked to our Values):



Job Family specific Behaviours:

<p>Achieving Results</p>	<p>Sets challenging goals for oneself that assist with professional and personal development and growth, understands performance expectations, effectively manages own time and resources to ensure tasks and responsibilities are completed effectively, efficiently, safely and to a high standard.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Sets performance standards and goals. • Prioritises • Ensures high quality output. • Delivers • Leverages resources • Celebrates successes and achievements
<p>Customer Focus</p>	<p>Understands the customers of MDC and effectively meeting their needs, builds productive customer relationships and takes responsibility for customer satisfaction.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Establishes effective relationships. • Clarifies the situation. • Takes action. • Ensure customer satisfaction (win / win = public value) • Meets the needs of MDC

<p>Commercial Decision Making</p>	<p>Demonstrates a strong understanding of MDC’s strategic goals / vision / values, business strategies, operations and functions; draws from experience and utilises industry information; recognises when further investigation is needed before decisions are made.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Applies commercial understanding to maximise results and MDC reputation. • Understands all aspects and functions of MDC. • Understands Local Government • Makes decisions strategically ensuring the impact is considered. • Identify opportunities for the growth of MDC / District and its communities
<p>Knowledge and Information sharing</p>	<p>Actively shares and contributes own knowledge, skills and expertise to develop the knowledge, skills and expertise of others.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Identifies opportunities to share knowledge with others. • Ensures understanding. • Offers feedback. • Encourages application of information and knowledge shared
<p>Ongoing Learning and Development</p>	<p>Actively identifies new areas for learning needs to stay up to date and leading edge in area of expertise; regularly creates and takes advantage of learning opportunities; uses newly gained knowledge and skills on the job and learning through their application.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Targets learning and development needs. • Seeks learning and / or development activities. • Maximises learning. • Applies knowledge, skills or expertise. • Openness to change and challenge
<p>Teamwork</p>	<p>Identifies opportunities and takes action to build operational and strategic relationships between own area and other areas, teams, business units, or organisations to help achieve both business goals and Council goals.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Identifies collaborative opportunities. • Establishes relationships. • Formulates action plans. • Considers the impact of one’s actions. • Monitors relationships and progress
<p>Effective and Successful Communication</p>	<p>Recognises one’s role in MDC’s communication; clearly and succinctly conveys information and ideas to individuals and Council, communicates in a focused, appropriate and effective manner.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Takes initiative to share information. • Communicates appropriately.

	<ul style="list-style-type: none">• Listens to and comprehends communication from others.• Delivers clear messages.• Communicates in an open, honest and professional manner.• Ensures understanding.• Follows up
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

Position holder signature

Date

Line Manager Name

Date

Line Manager Signature

Date