Financial / Systems Accountant

Position Description

Mackenzie DISTRICT COUNCIL

Position Description

Position:	Financial / Systems Accountant
Incumbent:	**TBC**
Reports to:	Finance Manager
Location:	Fairlie
Department	Corporate, Commercial, and Planning
Business Unit:	Finance
Role Family:	Technical / Expert roles

Customer Relationships:	***Who:***
➢ **External**	➢ Government Agencies and other local authorities ➢ Iwi / Papatipu Rūnanga / Mana Whenua ➢ Contractors and consultants ➢ Other Local Authorities including any collaborative groups ➢ Audit New Zealand ➢ Inland Revenue Department ➢ Tax Advisors (currently PwC)
➢ **Internal**	➢ Finance Manager ➢ Management Accountant ➢ Finance Team Members ➢ Executive Leadership Team ➢ Senior Leadership Team ➢ Elected Members ➢ All other Mackenzie District Council employees

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Position Contribution:
The Financial / Systems Accountant will be primarily responsible for the provision of timely and accurate financial services, information, and professional advice to internal and external stakeholders in the areas of budgeting and reporting, as well as ensuring that the Mackenzie District Council's statutory obligations are met. The Financial / Systems Accountant will play a key role in the Mackenzie District Council's financial management information and reporting systems. 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:*
Financial Accounting	• Ensure the integrity of financial systems through monthly reconciliation of balance sheet items. • Lead and manage the internal and external collaboration required for the Annual Report and organise the preparation and completion of the annual financial reports, including notes for the Council and the Group, journals, allocation processing and one-off reports for the Executive and Senior Leadership Teams and Council. • Be responsible for the control and maintenance of the Council's fixed asset register including work in progress. • Lead the ongoing development of accounting systems. • Provide leadership around financial reporting matters, including keeping up to date knowledge of XRB Standards requirements. • Provide advice on compliance with relevant legislation and GAAP. • Assist with the preparation of the Long Term Plan and Annual Plan. • Manage the monthly reconciliation 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.

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	• Work proactively with the Finance Manager to ensure timely collation and provision of information for audit engagements (both internal and external), so audits are completed on time and any issues are effectively managed. • Take responsibility for documenting all processes and functions of the Council's fixed asset register, annual report, monthly and year end processes. • Back up for the Management Accountant.
Systems Management	• Manage the financial integration of all MagiQ modules into the general ledger. • Manage the financial integration of non-MagiQ solutions into MagiQ financial modules. • Manage for all MagiQ modules month end and year end processes. • Ensure that all modules are in balance with the general ledger at all times and review monthly reconciliations of control accounts for each module. • Be the module champion for the general ledger and MagiQ performance. This includes being responsible for developing end user tools in the form of electronic dashboards and management reports. • Be the module champion for Council's budgeting and forecasting modules. • Responsible for completing regular system audits for data integrity and compliance. • Develop and document system procedures and user standard operating procedures (SOP).
Finance Business Partnering	• Support budget holders and managers through the provision of accurate, timely, tailored financial information and the training to interpret that information. • Assist budget holders and managers in the preparation of annual budgets and long term plans including making budget changes and creating accurate forecasts. • Provide support to managers in developing business cases, analysis of financial information and identification of areas for saving and consolidation.
Finance Management	• Take the lead and proactively work with the Finance Team to deliver improved systems and process improvements, with an emphasis on customer service, quality, efficiency and value. • Be responsible for the maintenance of Council's financial system and records to ensure that management have access to up to date financial information. • Collaborate with other Finance Team members to improve the standard and accessibility of financial reporting for the Council. • Back up to Management Accountant. • Take responsibility for documenting all processes and functions and end user manuals for general ledger functions, and performance reporting and enquiries. • Promote teamwork, inter-department co-operation and knowledge sharing.

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Business Processing	• Take the lead in regular reviews of Council's business processes. • Review internal controls and undertake internal audits. • Be the finance lead in providing internal training to non-finance employees of the financial systems Council uses. • Carry out special projects and other tasks as required by the Finance Manager
Statutory Compliance	• Ensure the fulfillment of the Council's compliance requirements including GST, FBT, Income Tax and Statistical Returns. • Demonstrate active awareness of legislative changes and compliance – Local Government Act, Public Sector Accounting Standards and general standards.
Health and Safety	• Demonstrate behaviour that endorses safety as a core value of the business and promotes a positive health and safety culture at Mackenzie District Council. Show authentic commitment to continuous improvement to Health and Safety policies and procedures. • Ensure compliance with responsibilities under the Health and Safety at Work Act (2015) and any amendments. • Ensure that any contractors engaged by the Finance business unit are 'Health and Safety Approved' and all activities are undertaken in accordance with Mackenzie District Councils Health and Safety Management system and related procedures. • Actively participate in the hazard identification and risk management process and report all accidents, incidents and near misses in a timely manner through the online reporting system (MackSafe / Assure). • 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. • Maintain, update, and disseminate Health and Safety material as may be relevant to their area of work. • Regular contribution to Health and Safety discussions within your business unit. • Support and co–operate with the Happy Healthy and Safe Committee and Health and Safety Representatives. • Carry out safety observations, inspections and audits when required. • Ensure compliance with requirements of the Motor Vehicle Policy.
Mackenzie District Council Policies, Procedures, Processes and Guidelines	• Understand, be familiar with and comply with all Council policies and procedures.
Self-Development / Ongoing / Professional Learning and Development	• Continue to develop your financial and accounting skills, knowledge and experience. • To build and maintain professional knowledge of a Financial Accountant. • Be committed to improving the way in which the Council delivers its services.

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Emergency Operations Centre	• To be actively involved in Civil Defence Emergency Management when required. • To assist or fulfill the role of Public Information Manager role as required.
Confidentiality and Record Keeping	• 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:

- A tertiary degree with a major in Accounting.
- Demonstrated 5+ years practical experience in an accounting role.
- Proven skills in using financial systems, including experience in maintaining general ledger structures, data transfer and manipulation.
- A member of the Chartered Accountants of Australia and New Zealand or equivalent professional body.
- Local Government or experience working in a complex organisation is preferred.
- Strong computer skills in Microsoft Excel, ERP computer systems, accuracy with figures, attention to detail and good inter-personal skills are essential.
- High level of numerical reasoning and written communication skills.

Our Values:

	Integrity 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.
	Community Focused 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.
	Collaborative 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.

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	Responsive
	Agility is important to us because it will enable our communities to adapt to changing circumstances and respond quickly to new opportunities. • **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.
	Forward Looking
	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.

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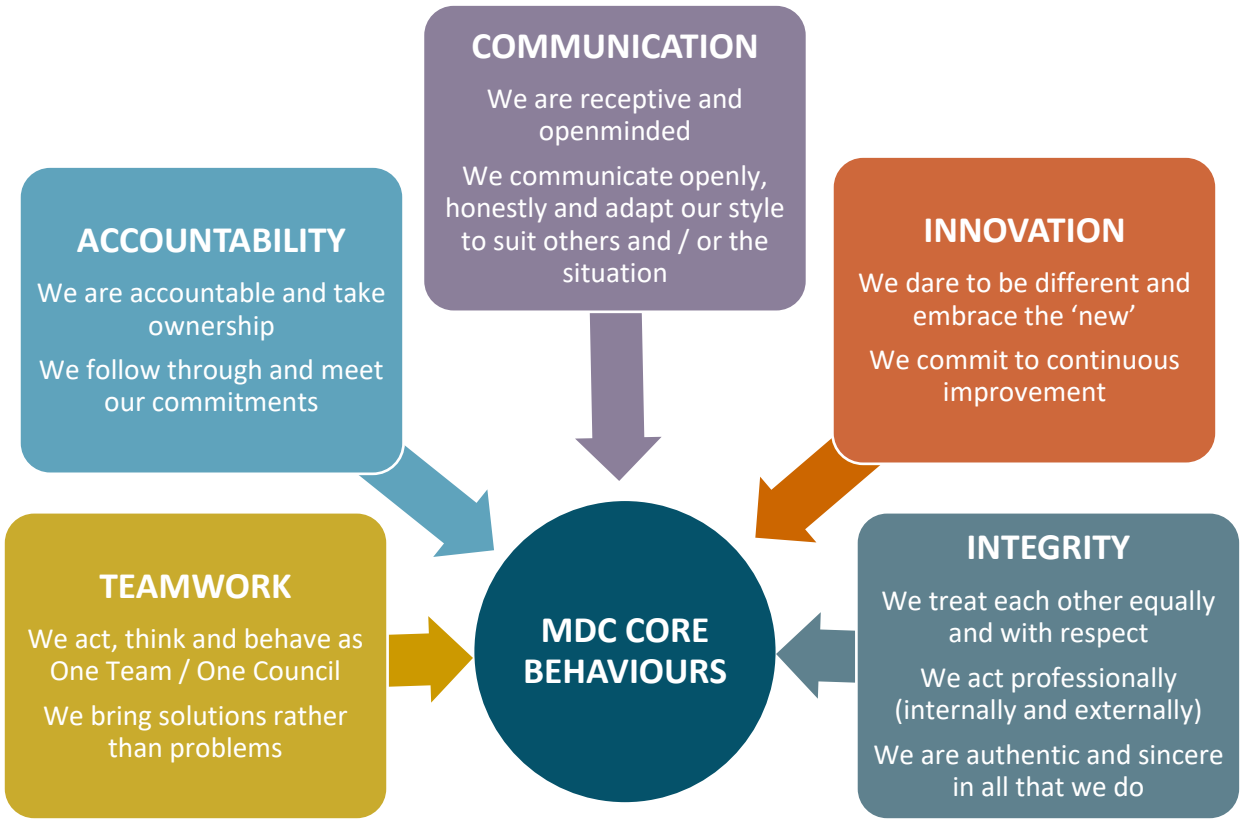
Our Core Behaviours – Expected of all our Employees (Linked to our Values):


Job Family specific Behaviours:	
Achieving Results	Sets challenging goals for one self 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. <u>Core Behaviours:</u> • Sets performance standards and goals. • Prioritises • Ensures high quality output. • Delivers • Leverages resources • Celebrates successes and achievements
Customer Focus	Understands the customers of MDC and effectively meeting their needs, builds productive customer relationships and takes responsibility for customer satisfaction. <u>Core Behaviours:</u> • Establishes effective relationships. • Clarifies the situation. • Takes action. • Ensure customer satisfaction (win / win = public value) • Meets the needs of MDC

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Commercial Decision Making	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. Core Behaviours: • 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 it's communities
Knowledge and Information sharing	Actively shares and contributes own knowledge, skills and expertise to develop the knowledge, skills and expertise of others. Core Behaviours: • Identifies opportunities to share knowledge with others. • Ensures understanding. • Offers feedback. • Encourages application of information and knowledge shared
Ongoing Learning and Development	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 skill son the job and learning through their application. Core Behaviours: • Targets learning and development needs. • Seeks learning and / or development activities. • Maximises learning. • Applies knowledge, skills or expertise. • Openness to change and challenge
Teamwork	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. Core Behaviours: • Identifies collaborative opportunities. • Establishes relationships. • Formulates action plans. • Considers the impact of ones actions. • Monitors relationships and progress
Effective and Successful Communication	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. Core Behaviours: • Takes initiative to share information. • Communicates appropriately.

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	• 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

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