

POSITION DESCRIPTION

STRATEGIC FINANCIAL ACCOUNTANT

POSITION OVERVIEW

Location	Masterton
Business unit	Finance
Reporting to	General Manager Finance
Direct reports	Nil
Delegated responsibility	As per delegations manual
Salary range	SP10 Grade 20

OUR COUNCIL

Working at Masterton District Council means being part of a motivated, professional, and customer-focused team in one of New Zealand's most beautiful districts. Our people play an integral role in delivering services for our community and we are focused on both 'what', and 'how' we achieve our goals. Our values help us build a workplace culture that is challenging but fun, because enjoying coming to work is important!

We want to be the best provincial council in New Zealand.

- We are an employer of choice in the Wellington Region
- Our staff recommend us to their family and friends

OUR VISION

Masterton/Whakaoriori: Providing the best of rural provincial living.

OUR VALUES

HĪKINA TE MĀNUKA	By figuratively lifting the 'mānuka' we show that we are responding and rising to challenges by being innovative , hard-working, and collaborative .
MANA TĀNGATA	Our organisation recognises the diversity and individuality of each of our staff members. We act with integrity and respect each other's lived experiences and the value they bring to the workplace.
HE TOA TAKITINI	Every staff member is a crucial part of the team that makes up Masterton District Council. We trust and support each other to succeed by drawing on our collective strengths.

TE TIRITI O WAITANGI

The Treaty of Waitangi

We are committed to the principles of Te Tiriti o Waitangi / Treaty of Waitangi: partnership, participation, and pro-active protection. We recognise Tikanga Māori values in the workplace and community and know we can do more.

MY TEAM

The Finance team:

The finance team provides a high-quality financial, management and asset accounting service so that elected members and managers have the financial advice and support they need to deliver quality outcomes for our community.

The work is a mix of people-focused promotion of the financial systems that support our budget-holders, and ensuring the accuracy and timeliness of the information being recorded in the financial systems. There will be responsibility for year-to-date financial reporting and analysis, asset capitalisation, insurance and overall financial systems. The role will work with and support the other finance functions and be delivered within statutory local government requirements, and best practice standards.

MY ROLE

The Strategic Financial Accountant role:

Plays a pivotal role in ensuring the accuracy and integrity of financial reporting while maintaining compliance with accounting standards and regulations.

This role will play a key part in developing the financial strategy for the internal Finance Team. This position will support, and lead change management initiatives related to financial systems, assessing impacts on processes and people, and providing effective training to facilitate smooth transitions.

The Strategic Financial Accountant is responsible for mentoring junior staff, fostering a collaborative team environment, and promoting professional development with a focus on continuous improvement. They will look to establish best practices, focus on accuracy, identify risks, and drive innovative solutions, all while upholding ethical standards and enhancing the overall efficiency of the finance function as it impacts across the organisation.

MY KEY RESULT AREAS (KRAs)

Financial reporting

- Ensure timely and accurate financial reporting on a monthly, quarterly and annual basis
- Work as part of the Finance Team in producing Annual Plans and Long Term Plans
- Ensure the financial systems maintain compliance with relevant accounting standards, tax laws and regulations
- Facilitate internal and external audits alongside General Manager Finance and Financial Accountant
- Provide insightful financial analysis for decision-making
- Collaborate with Council's operational departments to enhance financial processes

Systems accounting

- Maintain and enhance financial systems for accurate and timely recording and reporting
- Ensure integration of financial systems with other departments' software
- Conduct regular system audits for data integrity and compliance
- Develop and document system procedures and user SOPs

Change management

- Develop and assist with selection and implementation of financial system improvements, including change management strategies
- Assess the impact of new processes on people, and systems within the finance business unit
- Facilitate stakeholder engagement and communication throughout any change processes
- Provide training and support to ensure a smooth transition to any new systems
- Monitor and evaluate the effectiveness of change initiatives
- Identify and mitigate risks associated with system changes
- Foster a culture of adaptability and continuous improvement within the finance team

Leadership	<ul style="list-style-type: none"> • Provide guidance and support to finance staff and any new team members • Participate and contribute to a collaborative team environment that encourages knowledge sharing • Lead by example in adhering to best practices and ethical standards • Set clear performance expectations and provide constructive feedback • Identify and nurture talent within the team to support career growth • Champion a culture of continuous improvement and innovation in accounting practices
Other	<ul style="list-style-type: none"> • When required assist the General Manager of Finance with financial reporting, financial analysis, and budgeting tasks as required. • When required collaborate with the General Manager of Finance to develop and execute financial work programs, ensuring timely and accurate completion of all assigned tasks.

MY HEALTH AND SAFETY RESPONSIBILITIES

Health, Safety, Wellbeing	<ul style="list-style-type: none"> • Always ensure your own and the safety of others • Comply with policies, procedures and safe systems of work • Report all incidents/accidents, including nears misses, in a timely fashion • Actively participate in the hazard management and identification process • Escalate risk as per the Risk Management Policy
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MY OTHER RESPONSIBILITIES

Self-Management, Training and Development	<ul style="list-style-type: none"> • Set realistic goals for own performance. • Undertake change based on regular self-evaluation and feedback. • Identify opportunities for personal and professional development and growth. • Undertake both internal and external training identified as relevant to the role.
Policies and Procedures	<ul style="list-style-type: none"> • Comply with the Council's Code of Conduct, Staff Manual including its Policies and Procedures at all times. • Ensure the implementation and compliance with the Council's Code of Conduct and Policies and Procedures, within all areas of responsibility.
Other duties	<ul style="list-style-type: none"> • All duties must be carried out to the prescribed timeframes, systems, quality, and standards and to the satisfaction of your (ELT) Manager. • Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope of functions of the position. Duties and responsibilities can be amended from time to time to meet changing conditions.
Participate in the Council's civil defence emergency response	<ul style="list-style-type: none"> • Participation in relevant emergency response training and duties as requested by the Chief Executive. • Such other duties as may be required from time to time by your (ELT) Manager.

MY KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Line Manager and ELT Manager • Immediate Team • Masterton District Council Staff
External	<ul style="list-style-type: none"> • Residents and Ratepayers of Masterton District • Iwi/Tangata Whenua • Contractors/Consultants and Professional Advisors • Other Government Agencies

MY COMPETENCIES/KNOWLEDGE/SKILLS/EXPERIENCE

Qualifications, Skills and Experience

- Tertiary accounting and / or finance qualification, preferably with a major in accounting.
5+ years senior financial accounting experience.
- Proven experience, knowledge or understanding of budget preparation, financial reporting and use of accounting systems.
- Experience in financial management within the local government sector.
- Experience in leadership or mentoring position is an advantage
- Strong excel and analytical skills
- Excellent communication skills for building relationships and influencing stakeholders.
- Strategic thinker

Competencies

- **CUSTOMER SERVICE ORIENTATION:** Making efforts to listen to and understand customers (both internal and external); anticipating customer needs; giving high priority to customer satisfaction.
- **COMMUNICATION:** Expressing ideas effectively in individual and group situations (including non-verbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.
- **WORKING CO-OPERATIVELY:** Working effectively with others inside and outside the organisation; taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of one's behaviour on others.
- **HEALTH AND SAFETY:** Committing to applying core safety knowledge, skills, and attitudes to everyday work to optimise health and safety. Promoting safety through effective communication. Anticipating, recognising, and managing situations that place individuals at risk. Recognising the occurrence of an incident or near miss, responding effectively to mitigate harm to individuals, ensuring proper reporting and preventing recurrence.

Personal Attributes

- Respectful, honest and open.
- Operates with integrity, respecting diversity and other's needs.
- Self-motivated with initiative.
- Positively takes on challenges.

	<ul style="list-style-type: none"> • Takes accountability for own actions and works effectively as part of a team. • A strong communicator who can work collaboratively across a range of managers and teams.
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POSITION DESCRIPTION AGREEMENT

My name	
My signature	
Date	

POSITION DESCRIPTION VERSION CONTROL

Author	Version	Comments	Date
GM Finance	1	Review Doc	December 2024
People and Culture Advisor	2	Review doc and update	December 2024



ATTACHMENT A

Place in organisation

