

POSITION DESCRIPTION

FINANCE ADMINISTRATOR

DETAILS	
Location	Masterton
Business unit	Finance & ICT
Reporting to	Financial Accountant
Directs reports	N/A
Delegated responsibility	As per the delegations register
Salary range	\$50,000 - \$55,000 dependent on experience

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.

Key to this:

- 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

A	Accountability
C	Creativity
T	Teamwork
I	Integrity
O	Open communication
N	No excuses
S	Service

TE TIRITI O 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 contributes to the success of the Council by providing timely and accurate financial services and information to the organisation. A strong customer service focus is required within the Finance team to understand and respond to internal and external customer needs.

MY ROLE (KRA SUMMARY)

The Finance Administrator is responsible for:

- Completing a range of administrative tasks and financial processes.
- Accurate and timely processing of finance transactions using Council's financial system and Microsoft Excel.
- Completing timely reconciliation of the daily bank transactions.
- Processing monthly phone accounts, power accounts and MBIE returns, plus any other bulk upload processing.
- Maintain up-to-date reconciliation of liability accounts such as retentions, bonds, deposits, and accruals.
- Assisting with the processing of the fortnightly payroll, in conjunction with other staff, including the timely filing of statutory returns to IRD and other entities.
- Administering the billing for debtor systems including the new water meters and airport landings.
- Backup for the Transfer Station weighbridge recording and billing system, including liaising with kiosk staff.
- Supporting the wider finance team to ensure that MDC's financial systems are maintained, including creditors processing, rates and internal charges.
- Assisting the finance team to deliver accurate and timely financial information to its internal and external customers.

MY KEY RESULT AREAS

Daily Banking	Process previous day's bank transactions, clearing any that do not clear automatically
	All transactions cleared (matched to correct income or debtor account)
Process bulk & other payments	Monthly payments that require bulk processing are completed and paid in a timely manner
	Other payments (eg MBIE) are reconciled and paid in a timely manner
Backup processing Transfer Station transactions	Transfer Station transactions are recorded accurately. Tonnages and billing information are reconciled to source documentation.
	Reports produce accurate and useful information for asset managers and reporting needs.
	Landfill business customers on account are invoiced within four working days of month end.
Share Payroll processing	Data entry of leave and maintenance changes are completed in a timely manner.
	Processing of the fortnightly salaries & wages is accurate and timely (backing up the other Finance Administrator).
	PAYE & superannuation returns are filed on time, payments made are balanced to the file information and no penalties are incurred due to late payment.
	Audit checking does not find any errors or inconsistencies and the record trails are complete.
	Sound advice is provided to staff regarding pay processes and leave information.
Administrative support to Finance team	Assist with internal transfers and General Journals processed weekly.
	Assist with aerodrome invoicing completed within four working days of month end
	Administer the new water meter notices & billing system.
	Provide backup to the creditors, debtors and rates administration functions.
	Demonstrate effective learning of new tasks and understanding of systems and processes.

	Effective relationships are built and maintained across the Finance team and the organisation to ensure professional services are provided.
	Own workload is managed effectively to ensure timeframes are achieved and quality support is provided.
Team Effectiveness	Contribute in a positive manner to the setting and achievement of team goals, objectives and standards.

MY HEALTH AND SAFETY RESPONSIBILITIES

Health, Safety, Wellbeing	Ensure own and others' safety at all times
	Comply with policies, procedures and safe systems of work
	Report all incidents/accidents, including near misses, in a timely fashion
	Actively participate in the hazard management and identification process
	Escalate risk as per the Risk Management Policy.

MY OTHER RESPONSIBILITIES

Self-Management, Training and Development	Set realistic goals for own performance, in conjunction with the Financial Accountant.
	Identify opportunities for personal and professional development and growth.
	Undertake both internal and external training identified in annual Performance Appraisal and Goal Setting process.
Policies and Procedures	Comply with Council's Code of Conduct, Staff Manual including its Policies and Procedures at all times.
Other Duties	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 Council's civil defence emergency response	Participation in relevant emergency response training and duties as requested by the Chief Executive.

MY KEY RELATIONSHIPS

Internal	Financial Accountant
	Finance team members
	Council staff and Elected Members (our users)
External	Debtors and Creditors
	Other local authorities
	Government agencies

TECHNICAL KNOWLEDGE AND ATTRIBUTES

Qualifications, Skills and Experience	Ability to process high volumes of material accurately.
	Data entry skills.
	Basic knowledge and understanding of financial processes and systems.
	Customer service experience.
	Sound computer skills including Microsoft Office, especially Excel.
	A fast learner who can navigate new systems and processes quickly.
Personal Attributes	Strong customer focus and excellent relationship management skills, a team player.
	High attention to detail.

POSITION DESCRIPTION VERSION CONTROL

Author	Version	Comments	Date
Finance Manager	1.0	For review	14 July 2020
People and Capability Manager	1.0	After review	16 July 2020
Finance Manager	2.0	For review	5 November 2021
People and Culture Manager	2.0		November 2021

ATTACHMENT A

Organisation Structure

