

Position Description

POSITION	: Graduate Accountant
REPORTS TO	: Systems and Corporate Accountant
LOCATION	: Alexandra

Purpose

To support the accounting team with financial planning and reporting processes across the organisation.

Focus will be on supporting the accounting team in meeting internal stakeholder needs when it comes to managing the monthly and annual reporting cycles and core accounts preparation.

This includes supporting the accountants with monthly and end of year processes, including balance sheet reconciliations, fixed asset register entries and reconciliations, and completion of the relevant statutory returns.

Our Values

Our values embody the culture of the Central Otago District Council, how we behave and how decisions are made. They are built by staff, for staff, ensuring that all employees are on the same page so we can achieve and deliver our vision.



**Me manaaki tētahi ki tētahi, me
pakihiwitahi te tū – kia haere tahi ai tātou**

Respect each other, stand shoulder to shoulder – so that we may travel on this journey together

Principle Duties and Responsibilities

1. Assist and provide good quality and timely financial information to the accounting team.
2. Assist with the financial accounting and reporting activities including annual and month-end journals and reports.
3. Support and contribute to a high performing Finance team.
4. Support the wider team in producing key legislative documents such as the Long-term Plan, Annual Plans and Annual Reports.

5. Subsidy claims and revenue systems – maintain systems and ensure the Council accounts correctly for and recovers all legitimate subsidies and other accounts receivable, including NZTA Waka Kotahi subsidy.
6. Reconcile the general ledger control accounts on a monthly basis, and corrections made, and any balances documented/explained monthly. Including electricity allocations, payroll and retentions.
7. Assist with the preparation of community board, council reports and any other reports as required..
8. Assist with the maintenance of the Fixed asset register, ensure it is kept up to date and assist with the reconciliation.
9. Reviewing creditor payment runs against delegation manual and standard processes.
10. Support the Planning and Environment team with reconciling their monthly building and food levies.
11. Prepare and analyse the monthly and quarterly GST and FBT returns.
12. Provide backup support to all members of the Finance team and provide adhoc financial reports and advice as assigned by the Chief Financial Officer, senior accountants, or Group Manager – Business Services.
13. Take responsibility for the personal well-being and health management within the workplace. Be responsible for Health and Safety requirements as per Council's Health and Safety Manual.

Key Accountabilities

Key result areas have been identified to assist in formulating performance objectives. The duties of the position are being carried out in a successful manner when:

1. Excellent communication across the stakeholders, including the finance team, and the wider organisation. Working closely with key stakeholders to understand the business needs and the points of pain to create cohesive, efficient solutions and processes.
2. Professionalism is maintained at all times.
3. Customer-focused solutions are provided to stakeholder's expectations.
4. Accurate reports are compliant with all requirements are in-line with best practice and are delivered in a timely manner.
5. Documentation is maintained to a level that meets the needs of the stakeholders and minimises the risk to Council.
6. Financial systems are maintained and supported, including accurate documentation, with all variances investigated and corrected. Providing stability, integrity and efficient operation with minimal faults and downtime.
7. Ensure all subsidies are correctly claimed in a regular and timely manner.
8. Report health and safety accidents in a timely manner.

Delegations

Makes decisions within the authority delegated by the Group Manager – Business Support.

Position Requirements

Experience/Knowledge

- Recent completed Bachelors Degree in Accounting and/or Finance, with good understanding of accounting principles, and working towards chartered accountant status or interested in starting CA ANZ studies.
- Understanding and some experience in budgeting, forecasting and cost modelling
- Proven analytical skills • Working knowledge of NZ GST, FBT and other taxation
- Reporting of financial information to non-accountants in an understandable manner
- An ability to collect, collate, retrieve, and report on financial systems, including large sets of data.

Specific Skills

- Excellent Communication – written and oral, and able to use these skills appropriate to the audience and context
- Logical and analytical approach to problem-solving
- Strong focus on customer service and helping explain accounting information to non-accountants
- Intermediate knowledge of Excel
- Attention to detail with a high level of data accuracy

Competencies

- Ability to achieve targets while working under pressure
- Ability to simplify and communicate complex issues to people not proficient in accounting
- Ability to work with a minimum of supervision
- Committed to ongoing learning of new technologies and skills quickly with minimal oversight
- Conscientious and able to maintain confidentiality
- Experienced at working in a team orientated, collaborative environment
- Flexible and adaptable • Good interpersonal skills with a focus on questioning and listening skills
- Good organisational and planning skills, including a focus on time management.
- Ability to prioritise, ensuring work is completed effectively and within agreed deadlines
- Highly motivated and self-directed • Proactively shows initiative and is motivated for continual improvement and innovation

- Proven analytical and problem-solving skills
- Sense of humour
- Team player, working constructively with people to achieve a common goal

Relationships

External

Audit New Zealand
Other Auditors (eg: Deloitte/PWC)
Inland Revenue

Internal

Group Manager – Business Support
Chief Financial Officer
Chief Executive Officer
Systems and Corporate Accountant
Finance team
Systems and Corporate Accountant
Executive team and Budget Managers
All CODC Staff and Elected Members