

Position Description

POSITION	: Water Services Management Accountant
REPORTS TO	: Three Waters Group Manager
LOCATION	: Alexandra

Purpose

The Water Services Management Accountant will be responsible for providing proactive financial management of the Water Services programme.

Your primary responsibility will be to:

- Promote sound financial management practises within water services
- Undertake cost and income tracking and financial forecasting
- Manage budgeting and financial reporting processes for water services
- Provide advice regarding potential cost and delivery risks
- Undertake financial administration processes for the water services

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.



**Be
Respectful**



**Work
together**



**Be
courageous**



**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

Principal Duties and Responsibilities

Systems and Procedures

1. Actively promote good financial management within the water services activity by maintaining a current understanding of Council's business processes and procedures.
2. Build strong relationships with water services activity team and finance team.
3. Support the Three Waters Group Manager , the Water Services and Capital Delivery Managers, and Council by providing proactive financial advice.
4. Work collaboratively in the development, documentation, education and continuous rollout of policies and procedures to ensure the water services activities maintain a high professional standard of financial management.
5. Undertake systems administration of project management software, responsible for uploading of information from Councils finance system.
6. Ensure a strong focus is maintained on internal control and documentation to assist with external audits.
7. Co-ordinate preparation of the annual valuation with internal stakeholders and external service provider.

Budgeting and Forecasting

8. Manage budget preparation for the Annual and Long-Term Plans and prepare reports to Council for approved budget changes. Collate and update forecast project and operational cost estimates against approved budgets.
9. Purchase order management for external suppliers.
10. Create journals for internal transfers, ensure that systems are set up to enable for staff charging.
11. Track actual and forecast costs against budgets and provide updated cashflow forecasts to finance team to support treasury management.
12. Track development contribution income, and depreciation reserves against programme delivery.
13. Provide end-of year information to the finance team and undertake end of year processes relating to water services activities.
9. Assist budget managers with the fees and charges schedule by ensuring appropriate cost recovery.
10. Monitor and report water meter income revenue and variances.

11. Liaise with Finance Team to ensure communication to residents for targeted rates for specific projects is correct and applied correctly.
12. Invoice suppliers and residents where appropriate for water services activities.

Project Accounting

14. Work closely with project delivery staff to understand project risk and determine potential impact on programme budgets to manage cashflow and capital delivery targets.
15. Set up project budget codes to support accurate financial management of project components.
16. Review project and programme cashflow forecasts and provide advice to the Programme Manager and Three Waters Director regarding potential cost and delivery risks.

General

17. Undertaking such other duties as may be directed from time-to-time by the Finance Manager.

Performance Objectives

1. Positive working relationships are established with the Finance Manager.
2. Be proactive and provide input into the redefinition of the project/asset systems to ensure appropriate integration with our financial management systems.
3. Build positive working relationships with activity managers whom responsible for, and provide guidance and education to them on all financial accounting matters.
4. Good relationships are maintained with the external auditors.
5. Provide input into the wider review of the accounting system, and the creation of accounts and workpapers to clearly define the appropriate funding streams to align with the long-term financial strategy.
6. Ensure all budget input is complete with necessary explanations for those activities of responsibility, accurately and on time and play an active role in the reiteration process of budgets.
7. Be proactive in ensuring estimates are aligned and documented with appropriate funding streams as per the financial strategy.
8. All responsibilities in relation to estimating, annual planning and LTP are completed accurately, appropriately and to the required statutory standard and timeframe.
9. Demonstrate a willingness to work on systems improvement, to ensure we provide strong financial management and streamlined integration with all areas of Council.

10. All internal control procedures are documented and adhered to. Ongoing assistance with internal audit functions.
11. Demonstrate a willingness to work in the direct and wider team to assist Council with meeting its objectives.

Delegations

Makes decisions within the authority delegated by the Three Waters Director.

Position Requirements

Experience/Knowledge

- Tertiary qualification in accounting
- Corporate accounting experience preferred

Specific Skills

- Spreadsheets at an advanced level
- Proven creativity in problem solving/system development

Personal Qualities

- Excellent people skills and ability to build teams
- Ability to lead change
- Conscientious
- Good written and oral communication
- Good time management and organisation
- Ability to manage and minimise stress
- Proven initiative
- Adaptable
- Tact and diplomacy
- Ability to promote the desired image of the Central Otago District Council through good public relations

Relationships

External

Ratepayers
Audit New Zealand
NCS Staff
Financial Institutions
Other Local Authorities

Internal

Chief Executive Officer
Group Manager – Business Support
Executive Leadership Team
Finance Team
Activity Managers
Elected Member