



Title: Assistant Accountant

Reports to: Management Accountant **Direct Reports:** Nil

Location: 96 West End, Kaikoura **Date:** 24 September 2024

Position Purpose:

Assist in controlling and overseeing financial operations, ensuring compliance with financial accounting legislation and associated Financial Reporting Standards. In particular, the development of internal accounting information and advice to elected members and staff.

Assist in providing timely and accurate financial reporting, advice and information across the organisation. Assist the Finance Manager with the development and implementation of Council’s Strategic Financial Plans and Policies.

Areas of Responsibility:

- Assist with Statutory financial reporting
- Preparation of Monthly financial reports
- Asset capitalisation, reconciliation with asset management systems
- Preparation of Quarterly financial reports
- Statistics returns and other regular returns

Key deliverables / expected results will be agreed with the Management Accountant on a regular basis.

KEY FUNCTIONS	EXPECTED PERFORMANCE
<p>Financial Reporting - Statutory</p> <ul style="list-style-type: none"> • To assist in the management and development of Council’s financial Excel spreadsheets and models • To prepare all working papers to substantiate the property, plant and equipment in the Annual Report • To support the Management Accountant in preparing all accounting notes for the Annual Report (supported by the Finance Manager as appropriate) • To provide support to auditors as required during the audit process 	<ul style="list-style-type: none"> • Adoption of Annual Report within statutory timeframes by Council • Adoption of financial information with an unqualified audit opinion on financial information.

KEY FUNCTIONS	EXPECTED PERFORMANCE
<p>Monthly Financial Reporting</p> <ul style="list-style-type: none"> • Providing accurate financial reports to the CEO, senior management and all budget holding officers, including reports on capital commitments • Prepare and monitor cash flow forecasts • Assist budget holding officers in the preparation of budget inputs 	<p>Accurate Monthly Reporting to management as well as to the Council and Finance, Audit & Risk Committees</p>
<p>Assets</p> <ul style="list-style-type: none"> • Updating and maintaining Ozone systems to better monitor and manage asset expenditure including the maintenance of an appropriate asset register for Council's assets to meet asset management and annual reporting requirements • Processing of revaluations • Preparation of all disclosures, notes and explanations relating to the above for the Annual Plan and Annual Report. 	<ul style="list-style-type: none"> • Reconcile Adapt (asset management) and the Council's ERP systems (whether Ozone or Datascape as appropriate). • Assets to be capitalised and depreciation is processed • Capex reports prepared monthly • Annual Plan and annual reporting requirements including all relevant notes and disclosures.
<p>Quarterly Reporting</p> <p>Providing quarterly reports to the Finance Audit & Risk on the following:</p> <ul style="list-style-type: none"> • Liability Management Policy Report • Investment Report • Airport Report • Harbour Report • Debtors and Rates balances • Special Funds & Reserves • Any other report as requested by the FAR 	<p>Reports are accurate and presented per meeting schedules</p>
<p>Other</p> <ul style="list-style-type: none"> • To ensure all accounting and financial returns including Statistics New Zealand are completed within required timeframes • Any other duties as may be assigned by Management Accountant, Finance Manager, Senior Manager Corporate Services or CEO • Documentation of all processes and procedures. 	<ul style="list-style-type: none"> • Submission of statistical returns • No breaches of legislation with respect to Annual Plan, Annual Report, or taxation beyond KDC control. • Development of process manuals • File FBT and GST returns with IRD within statutory deadlines

Dimensions

Number of Staff:	Direct: Nil Indirect: Nil
Financial delegations:	Operating: Nil CAPEX: Nil Contracts: Nil
Decision-Making	Resourcing: Nil Other: Daily priorities and financial system decisions
Communications	To develop and manage effective relationships across the key stakeholders of the rebuild programme both internal and external To work with the Communications Officer to help implement the communications plan by providing timely and accurate information updates.
Health and Safety	Always comply with KDC health and safety practices and actively help develop and promote good work practices. Ensure that their actions do not create a safety risk for themselves or others. To promote a safe and healthy workplace by undertaking responsibilities as outlined in Kaikōura District Council's health and safety policy and procedures.
Records	Ensure Councils records are kept and maintained according to the standards set by Archives New Zealand.
Emergency Management	Provide support to the Controller during event response, and take part in Emergency Management training as required

Key Relationships:

Internal

- CEO, Executive Team, and Management Team
- Mayor and Councillors
- Council Staff

External

- Stakeholders
- Members of the public
- Ratepayers
- Other Councils
- Crown agencies
- Iwi

Person Specification:

Skills & Experience	Essential	Desirable
Experience in similar role or an accounting-based role where high levels of financial acumen were required	✓	
Highly developed interpersonal and communication skills and cultural awareness	✓	
Well-developed computer skills particularly Microsoft Office suite and particularly Excel and Word	✓	
High level written and verbal communication skills	✓	
Proven ability in performing a range of tasks under competing demands, and producing a quality result, consistently on time	✓	
Discretion, and the ability to handle a high level of confidentiality and ambiguity	✓	
Initiative, the ability to think and act 'ahead of the curve' and proactively follow up	✓	
Local Government experience		✓
Accounting qualification (or studying towards / part qualified)		✓

Required Competencies:

Deciding and Initiating Action	Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks. Forward planning ability.
Working with People	Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.
Applying Expertise and Technology	Applies specialist expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different organisational departments and functions.
Delivering Results and Meeting Customer Expectations	Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.
Learning and Researching	Rapidly learns new tasks and commits information to memory quickly; demonstrates an immediate understanding of newly presented information; gathers comprehensive information to support decision making; encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback).
Adapting and Responding to Change	Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.
Adhering to Principles and Values	Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.

Following Instructions and Procedures	Appropriately follows instructions from others without unnecessarily challenging authority; follows procedures and policies; keeps to schedules; arrives punctually for work and meetings; demonstrates commitment to the organisation; complies with legal obligations and safety requirements of the role
Coping with Pressures and Setbacks	Maintains a positive outlook at work; works productively in a pressurised environment; keeps emotions under control during difficult situations; handles criticism well and learns from it; balances the demands of a work life and a personal life
Achieving Personal Work Goals and Objectives	Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities.

Kaikōura District Council Vision and Values:

One Team - delivering an excellent customer experience

Our four pillars:



General:

As an employee of the Council you are required to:

- Be associated as required with Emergency Management or any exercise that might be organised in relation to the Council function.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy and abiding by Council Policy.
- Respond to the changing needs of Council, performing other tasks as reasonably required.
- To ensure that Tikanga Maori and the Treaty of Waitangi is given proper consideration in all activities.
- Be responsible for providing a safe work environment, implementing KDC health and safety systems, encouraging employee participation and striving for continuous improvement in health and safety.