



Financial Services Officer

Part one: Job Description

Job title:	Financial Services Officer	Location:	Carterton
Status:	Permanent	Effective:	January 2022
Team:	Corporate Services		

Responsible to: Finance Team Leader

1. Role of the Corporate Services Team:

Corporate Services comprises the support services to elected members and Council staff, including democratic services, rates, IT, finance, planning and reporting, official and privacy information management, and administrative services. It also provides front line customer services to ratepayers, residents and the wider Carterton community.

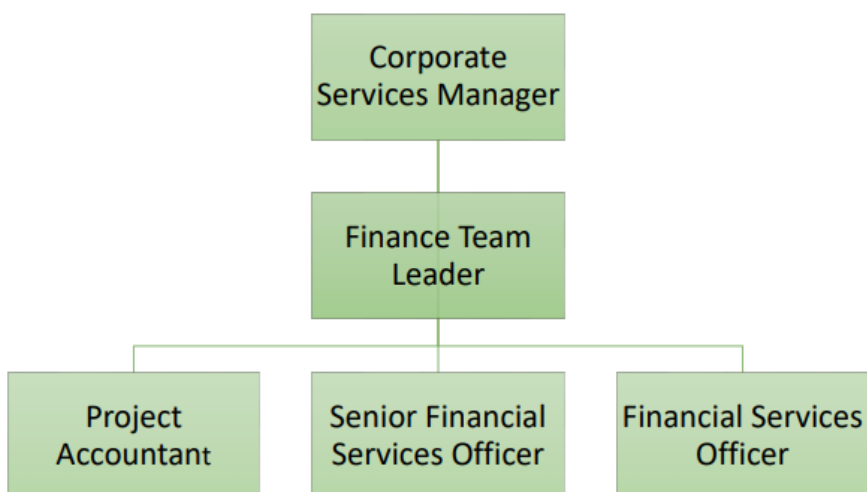
2. Purpose of the Role

The purpose of the role is to complete month end financial processes, provide financial and budget assistance to staff, and undertake business intelligence analysis and general ledger maintenance.

3. Responsibilities

- To ensure month end financial processes are completed accurately and efficiently to enable monthly reporting;
- To provide financial and budget assistance to managers and staff as required;
- To maintain the contract register;
- To undertake business intelligence analysis to enhance Council's financial performance, identify opportunities for improvement, and support planning and reporting activities;
- To undertake general ledger maintenance.

4. Organisational context



5. Working relationships/reporting lines

The Financial Services Officer reports directly to the Finance Team Leader. The role has no direct reports.

Additionally, the role will have contact with a number of internal and external contacts including, but not limited to:

External relationships	Internal relationships
<ul style="list-style-type: none"> • MagiQ (NCS) • Other Wairarapa councils • Central Government Agencies • Consultants 	<ul style="list-style-type: none"> • Chief Executive • Corporate Services Manager and other Executive Leadership Team Managers • Corporate Services Team • Other CDC managers and staff

6. Key Result Areas

Financial Processes	<ul style="list-style-type: none"> • Ensure month end processes are completed accurately and efficiently to support the preparation of monthly reporting. • Liaise with Debtors, Rates and Creditors staff to ensure reconciliations are completed. • Process vehicle charges, FBT and GST returns. • Undertake general ledger maintenance including processing of journals. • Contribute to the development of financial policies, processes and performance delivery.
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Financial Advice and Assistance	<ul style="list-style-type: none"> • Provide financial and budget assistance to managers and staff as required. • Provide assistance for financial analysis, creditor and debtor reconciliations, financial transactions, and general ledger enquiries as required. • Work with managers and team leaders to increase understanding and capability financial tools and software.
Contract Register Maintenance	<ul style="list-style-type: none"> • Maintain the Council’s contract register, by working with staff to ensure contract information is captured accurately and in a timely manner. • Provide reporting on the contract register, including notification of contracts expiring, and the financial amount committed to contracts.
Business Intelligence	<ul style="list-style-type: none"> • Undertake business intelligence analysis to enhance Council’s financial performance, identify opportunities for improvement, and support planning and reporting activities. • Review and develop financial processes and systems to improve reporting and efficiency. • Ensure the financial management systems and processes reflect the underlying transactions of the council. • Plan and implement changes to data processing and technology improvements to ensure maximum effect for minimum resourcing.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Actively participate in Health Safety and Wellbeing (HS&W) activities at CDC. • Demonstrate your understanding of HS&W related policies and procedures. • Be accountable for your actions at all times while adhering the Health and Safety at Work Act (2015). • Actively raise awareness to others about HS&W in the workplace. • Actively participate in safety reporting and hazard management. • Demonstrate HS&W practices to colleagues.
Council Contribution	<ul style="list-style-type: none"> • Deliver on overall Council contribution if and when required to ensure Council’s overall business goals are achieved as well as developing own professional abilities on a continuous basis. • Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with staff, and internal and external stakeholders. • Act as an ambassador for Council and its services. • Contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with Māori. • Act within professional guidelines and Council policies at all times. • Participate in Council’s emergency preparation and response as practicable, including working with the Emergency Operations Centre as the Public Information Manager, when directed.

	<ul style="list-style-type: none"> • Actively participate in and contribute to performance improvement and development. • Participate and contribute to management support initiatives. • Additional tasks, duties or responsibilities as directed by the Finance Team Leader or Corporate Services Manager.
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Part two: Person Specification

1. Qualifications, skills and experience

Essential

- Experience working in an accounting/finance role or environment
- Demonstrated oral and written communication skills
- Excellent judgement and decision making
- Attention to detail
- Ability to work methodically and efficiently on competing projects to meet deadlines
- Ability to work professionally in a team environment.

Desirable

- A tertiary qualification in finance, business accounting, or equivalent relevant experience
- Knowledge/experience in local government.

2. Personal attributes and behavioural competencies

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 ones behaviour on others.

ANALYSIS (PROBLEM IDENTIFICATION)

Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data form different sources; identifying relationships.

JUDGEMENT (PROBLEM SOLUTION)

Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into account resources, constraints and organisational values.

LEADERSHIP (INFLUENCE)

Using appropriate interpersonal styles and methods to inspire and guide individuals and groups (staff, peers and managers) toward goal achievement; modifying behaviour to accommodate

tasks, situations and individuals involved. Gaining agreement/commitment to ideas, plans or courses of action.

ORGANISATIONAL AWARENESS

Having and using knowledge of systems, situations, pressures and culture inside the organisation to identify potential organisational problems and opportunities; perceiving the impact and implications of decisions on other components of the organisation.

CLIENT SERVICE ORIENTATION

Making efforts to listen to and understand clients (both internal and external); anticipating client needs; giving high priority to client satisfaction.

EXTRA-ORGANISATIONAL AWARENESS

Having and using knowledge of societal, technical, political and governmental issues outside the organisation to identify potential problems and opportunities; perceiving the organisational impact and implications of decisions relative to these factors.

WORK STANDARDS

Setting high goals or standards of performance for self, staff, and the organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.

PLANNING AND ORGANISING

Establishing a course of action for self and others to accomplish a specific goal; planning proper assignment of personnel and resources.

PROJECT PLANNING

Establishing a course of action to accomplish a specific project or goal; planning proper personnel assignments and appropriate allocation of resources; developing contingency plans.

INTEGRITY

Maintaining and promoting social, ethical, and organisational norms in conducting internal and external business activities.

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.