

## POSITION DESCRIPTION

# MANAGEMENT ACCOUNTANT



<b>POSITION TITLE</b>	<b>Management Accountant/Business Analyst</b>
<b>GROUP</b>	<b>Finance</b>
<b>LOCATION</b>	<b>Carterton</b>
<b>REPORTS TO</b>	<b>Chief Financial Officer</b>
<b>DIRECT REPORTS</b>	<b>Nil</b>
<b>DELEGATED AUTHORITY</b>	<b>Nil</b>

## ROLE OF THE FINANCE GROUP

The Finance Team is primarily responsible for Council's financial management including financial planning, performance monitoring and reporting, rates levying and management, audit requirements, and corporate and financial risk management.

The Finance Team also provides high quality, timely advice and support to elected members and across the organisation to support the delivery of Council's strategic objectives and community outcomes.

## PURPOSE OF THE ROLE

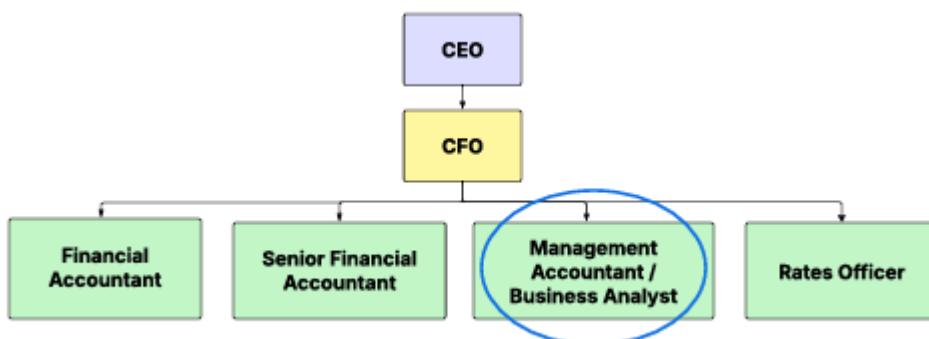
The primary purpose of this role is to provide high-quality financial analysis, reporting, modelling and insight to support informed decision-making across the organisation. The role leads forecasting, analytical reporting, and business partnering activities, and supports the development of the annual plan and long-term plan. By maintaining robust financial systems, analysing assets and capital information, and delivering clear, timely performance insights, the role contributes to effective financial planning, and the achievement of organisational objectives.

## RESPONSIBILITIES

- Analyse and report on asset and capital programme performance.
- maintenance of asset registers, alignment/reconciliation with the general ledger, depreciation/amortisation calculations, renewals, disposals, and replacements.
- Provide high-quality financial analysis, reporting, and insights across operational and capital programmes.
- Lead the preparation of financial forecasts, scenario modelling, and performance analysis to support informed organisational decision-making.
- Lead insurance policy management, including analysis of coverage, risk assessment, renewals, claims and liaison with insurers and brokers.
- Completion of quarterly and annual statutory statistical returns
- Support the development of the Annual Plan and Long-Term Plan through financial modelling, analysis, and scenario testing, in collaboration with the Senior Financial Accountant.
- Prepare and contribute to monthly, quarterly, and annual financial and capital reporting.

- Act as a key business partner to internal stakeholders, providing financial advice, insights, and performance reporting to support service delivery and strategic objectives.
- Lead the process for the modelling of rates including data collection, implementation, iterative scenarios and liaison with the model software providers.
- Support the management and continuous improvement of financial systems, ensuring data integrity, efficiency, and compliance with relevant standards and policies.
- Contribute to the development of financial frameworks, models, and tools to enhance organisational financial capability and transparency.
- Maintain a strong understanding of the organisation's financial drivers, risks, and opportunities, and proactively identify areas for improvement.
- Liaise with and provide pertinent information to, our external auditors as required.

## ORGANISATION CONTEXT



## WORKING RELATIONSHIPS

The Management Accountant/Business Analyst reports directly to the Chief Financial Officer. The role has no direct reports. Additionally, the role may have contact with a number of internal and external contacts including, but not limited to:

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> <li>• Mayor and Councilors</li> <li>• Council committees and advisory groups</li> <li>• Executive Leadership Team and other managers and team leaders</li> <li>• Other council staff</li> </ul>	<ul style="list-style-type: none"> <li>• Carterton District Ratepayers/ residents</li> <li>• Iwi and mana whenua</li> <li>• Auditors</li> <li>• Council banking and finance providers including LGFA</li> <li>• Council tax and insurance advisors</li> <li>• Other Local Authorities</li> <li>• Central Government agencies</li> <li>• Rating Valuation service providers</li> <li>• Suppliers, contractors and other business providers including Magiq (NCS) and IBIS</li> </ul>

## KEY RESULT AREAS

KEY RESULT AREAS	DELIVERABLE MEASURES
Asset Accounting	<ul style="list-style-type: none"> <li>• Timely month end closures.</li> <li>• Maintain assets registers including acquisitions, disposals and life cycle review.</li> </ul>

KEY RESULT AREAS	DELIVERABLE MEASURES
	<ul style="list-style-type: none"> <li>• Ensure depreciation/amortisation rates are in line with statutory standards.</li> <li>• Monthly/quarterly/annual reports.</li> </ul>
<b>Capital Projects</b>	<ul style="list-style-type: none"> <li>• Appropriate coding set up within the project's module and general ledger.</li> <li>• Budgets are set up correctly.</li> <li>• Project costs align with the general ledger.</li> <li>• Track costs (actual versus budget) and provide variance commentary in liaison with the project owners.</li> <li>• Support performance analysis and model development as required.</li> <li>• Approved annual carry forward balances are correctly accounted for.</li> <li>• Monthly/quarterly/annual reports.</li> </ul>
<b>Business Partnering</b>	<ul style="list-style-type: none"> <li>• Primary liaison with Community Services, Planning and Regulatory, Garage and Operations departments on financial matters.</li> <li>• Partner with leaders across Council, translating financial concepts for non-finance stakeholders.</li> <li>• Collaborate with internal stakeholders to communicate financial insights (actual and budget information), understand issues, provide advice and reporting.</li> <li>• Provide timely, accurate financial analysis and insights to support Council decisions.</li> <li>• Uplift financial literacy and best-practice financial processes across Council.</li> </ul>
<b>Statistics and Analysis</b>	<ul style="list-style-type: none"> <li>• Timely completion and submission of quarterly and annual statutory statistical returns.</li> <li>• Prepare and deliver financial analysis and reports, highlighting trends, variances, and emerging issues as required.</li> </ul>
<b>Insurance</b>	<ul style="list-style-type: none"> <li>• Policy management.</li> <li>• Annual insurance returns and claims are completed on time</li> <li>• Risk assessments undertaken within the portfolio.</li> <li>• Reports and trend analysis to Management, Council and applicable Committees.</li> </ul>
<b>Financial Systems</b>	<ul style="list-style-type: none"> <li>• Ensure financial systems are efficient, accurate and compliant with accounting standards and internal controls.</li> <li>• Drive system improvements to increase efficiencies.</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Support Senior Financial Accountant in Annual and Long-Term Planning processes.</li> <li>• End to end processes for annual rates modelling.</li> </ul>
<b>Health, Safety &amp; Wellbeing</b>	<ul style="list-style-type: none"> <li>• Actively participate in Health Safety and Wellbeing (HS&amp;W) activities at CDC.</li> <li>• Demonstrate understanding of HS&amp;W related policies and procedures.</li> <li>• Accountable for own actions at all times while adhering the Health and Safety at Work Act (2015).</li> <li>• Actively raise awareness to others about HS&amp;W in the workplace</li> <li>• Actively participate in safety reporting and hazard management.</li> <li>• Demonstrate HS&amp;W practices to colleagues.</li> </ul>

KEY RESULT AREAS	DELIVERABLE MEASURES
<b>Council Contribution</b>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Act as an ambassador for Council and its services.</li> <li>Contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with Māori.</li> <li>Act within professional guidelines and Council policies at all times.</li> <li>Participate in Council's emergency preparation, training, and response as practicable, including working with the Emergency Operations Centre when directed.</li> <li>Actively participate in and contribute to performance improvement and development.</li> <li>Participate and contribute to management support initiatives.</li> <li>Additional tasks, duties or responsibilities as directed by the Chief Financial Officer.</li> </ul>

## QUALIFICATIONS, SKILLS AND EXPERIENCE

### Qualifications

- CMA or CA qualified
- Bachelor's degree in finance/commerce/accounting

### Skills and Experience

- Previous experience in a similar role
- Local Government experience – beneficial but not essential
- Advanced Excel skills and strong IT systems proficiency, Power-BI experience
- Exposure and working knowledge of the Magiq software platform is beneficial
- Proficiency in financial modelling and financial systems
- Experience using project related software will be beneficial
- Ability to work within strict deadlines and prioritise tasks
- Strong communication skills with the ability to build productive relationships
- Demonstrated analytical skills, with strong problem solving and attention to detail
- Current NZ drivers licence

### Competencies (including behavioural descriptors) for this role

#### How you manage yourself:

- Ownership and Accountability** - Embraces ownership of role responsibilities, ensuring high-quality results. Identifies potential challenges proactively, taking initiative to find solutions and learn from experiences. Accepts responsibility for outcomes (positive or negative) of one's work. Self-reflects.
- Communicating with Impact** - Communicates complex ideas effectively to a variety of audiences, utilising tailored communication as needed. Engages in active listening and provides constructive feedback to enhance discussions and outcomes.

- **Maturity and Professionalism** - Exhibits a high level of professionalism by consistently delivering quality work and adhering to ethical standards. Navigates workplace challenges with maturity, demonstrating emotional intelligence and a thoughtful approach to problem-solving. Maintains composure in stressful situations and manages emotions appropriately.
- **Motivation and Drive** - Exhibits a strong commitment to achieving results and overcoming challenges. Motivates peers through knowledge sharing and support, actively seeking opportunities to enhance skills and drive team performance towards shared objectives. Takes initiative to identify opportunities and tackle challenges without waiting for direction.

How we work with others:

- **Cultural Connection** - Applies knowledge of Māori culture and practices to enhance service delivery and community engagement. Collaborates with stakeholders to develop culturally appropriate solutions and actively promotes cultural awareness within council.
- **Teamwork and Cooperation** - Works collaboratively within and across teams, leveraging expertise to enhance group outcomes. Shares knowledge and skills, supports colleagues in problem-solving, and actively engages in team discussions to drive innovation and efficiency.
- **Service Delivery and Achieving Results** - Delivers results by applying specialised knowledge and skills to ensure projects are completed on time and within scope. Proactively identifies potential obstacles and implements solutions to enhance productivity and effectiveness. Actively seeks out relevant information related to role. Ensures workflow is as effective and efficient as possible.
- **Internal and External Customer Service** - Understands and addresses the unique needs of internal customers, external customers, community stakeholders, and ratepayers. Collaborates with colleagues to create effective solutions and enhances service delivery, actively seeking feedback to improve the experience for all parties.
- **Collaboration and Inclusion** - Facilitates collaboration among colleagues and stakeholders by promoting open communication and mutual respect. Recognises and values diversity in the workplace, actively seeking input from various perspectives to inform decisions and improve outcomes.

How we move forward:

- **Problem Solving and Decision Making** - Analyses complex issues and develops practical solutions based on data and expertise. Collaborates with team members to evaluate options and make informed decisions that align with project goals and council standards.
- **Continuous Improvement and Innovation** - Identifies opportunities for innovation within their area of expertise and contributes ideas for process improvements. Analyses trends and best practices, applying them to enhance performance and drive quality in deliverables.
- **Change and Adaptability** - Effectively navigates changes within council, proactively seeking to understand new trends and developments. Adapts strategies and approaches to ensure continued success, while supporting colleagues through transitions.
- **Leading and Influencing** - Engages and influences colleagues by sharing expertise and insights, fostering collaboration and knowledge sharing. Builds relationships and earns trust, effectively guiding team members toward successful outcomes.

**POSITION DESCRIPTION AGREEMENT**

<b>Signed:</b>		
<b>GROUP MANAGER</b>		<b>DATE</b>
<b>JOB HOLDER</b>		<b>DATE</b>