

## POSITION DESCRIPTION

<b>Position:</b>	Senior Management Accountant – Team Leader
<b>Department:</b>	Finance
<b>Location:</b>	Queenstown
<b>Reports to:</b>	Finance Manager
<b>Date:</b>	July 2021

Queenstown Lakes District Council (QLDC) is a territorial authority in Te Waipounamu South Island of Aotearoa New Zealand, with a current resident population of approximately 40,750 which is projected to increase to 53,510 by 2031<sup>1</sup>. The Queenstown Lakes District is also a premier tourist destination making a significant contribution to the national economy. In recent years, the district has undergone significant and sustained growth in both resident population and in international and domestic visitor numbers. On a peak day in 2018, visitor numbers totalled 79,300 which is projected to reach 91,270 on a peak day in 2031<sup>2</sup>. The overall growth pressures the district is experiencing has led to the draft 2021 -2031 Ten Year Plan setting out an ambitious programme of work, with over \$1.6 billion of capital investment to be made over the decade<sup>3</sup>.

QLDC has a central role to play in maintaining and enhancing the quality and liveability of the outstanding environment of the district. It also has a central role in development and regulation and provides high quality services and infrastructure to residents and visitors; managing the district's parks, trails, libraries and recreational facilities; enabling sustainable development through consenting services; and regulating local activities. QLDC's role in leading the recovery effort for the district in response to COVID-19, also means that the diversification of the district's economy is an increasingly important priority for our Council.

The community outcomes set out in the 2021 – 2031 Ten Year Plan are directly extracted from [Vision Beyond 2050](#), which is our community vision statement:



<sup>1</sup> QLDC demand projections, July 2020

<sup>2</sup> QLDC demand projections, July 2020

<sup>3</sup> Draft QLDC Ten Year Plan 2021 - 2031

## VISION, MISSION AND VALUES

We're proud to be QLDC, and in response to the growth the district has experienced over recent years the QLDC organisation has itself experienced substantial growth. With an employed workforce of approximately 400 FTE in January 2021, and a range of partner organisations delivering services on behalf of Council, QLDC is also a significant employer in the district. The range and types of work carried out at QLDC are extensive, and complex; becoming increasingly so as the district continues to grow.

Our culture is an important part of who we are. The vision, mission and values set out below are the foundation for our organisational culture; how and why we go about things:



## PURPOSE

The Senior Management Accountant - Team Leader is charged with providing co-ordination and leadership to the Management Accounting team to enable them to provide comprehensive reporting and advisory services, financial planning, and ensure the services provided are customer focused and achieve high standards of efficiency and timeliness. This role will also ensure that overall, the Finance team is making optimal use of the TechnologyOne software.

The role will have a strong interaction with internal stakeholders and is critical to ensuring that solutions are aligned with the Annual Plan/Long Term Plan and policy decisions.

They will lead and foster a positive culture for QLDC's Finance team to ensure management and delivery of advisory activities is service-centric and customer-focused, efficiently run, value-added, and meets the needs of the organisation.

## KEY TASKS

### **Operational Excellence**

- Provide forward-looking, activity-based, and value-adding financial analysis with insights into QLDC's operations and business plans.
- Regularly review business unit performance against annual plans, re-forecasts and the Long-Term Plan and report on the results of the review and any variances to the Finance Manager.
- Work with business unit managers when required to review the financial aspects of business cases and contracts.
- In conjunction with the CFO (within the remit of the General Manager – Finance, Legal and Regulatory) and Finance Manager, report to senior management and the Council on strategic financial issues, including providing advice on cost drivers, and investment and funding models.
- Provide scenario planning and financial modelling as required.
- Investigate and assist with development of a framework for Carbon Accounting.
- Actively participate in relevant business unit meetings, ensuring financial issues are highlighted, addressed, or escalated as appropriate.
- Lead and/or participate in improvement initiatives for QLDC's business units.
- Ensures the finance team is maintaining the best use of its TechnologyOne software.
- Leads the Management Accounting team to improve the overall financial acumen of business unit managers via regular training sessions and coaching to enable a greater understanding.
- Actively drive and contribute to the achievement of finance strategies and objectives.
- Work with the Finance Manager in co-ordinating the annual budgeting process and long-term planning process.
- Ensure a consistent customer-centric approach to all operations.
- Maintain a strong knowledge base and expertise within the speciality area of finance – understand and engage with the latest thinking/best practice and maintain up to date knowledge of developments in this area.

### **Relationship Management**

- Establish ongoing dialogues with internal customers ensuring delivery satisfaction and value for money.
- Maintain key networks with other financial and local government professionals, to identify opportunities for collaboration and service improvement.
- Cultivate a professional and positive image for QLDC.

### **Business Unit Management**

- Continually monitors the allocation and performance of resources and the achievement of agreed targets and quality standards. Along with the Finance Manager provides appropriate reporting to the Chief Executive and Council on the performance of the business areas.

- Capability building – Ensures the team is structured appropriately, has in place the appropriate operating model and management structures and the necessary financial, human, technical and service delivery capabilities to deliver its outcomes.
- Financial management – Accountable for the financial performance of the team, managing budgets within defined parameters and ensuring efficient and effective use of financial resources.
- Risk management – Ensure appropriate frameworks and processes are in place to effectively identify and manage risks to the Division’s and QLDC’s reputation and achievement of its programme of work.
- Human resource management – Accountable for the successful management and development within the Management Accounting team; establishing and leading a high performing team through coaching, mentoring and motivating; and implementing QLDC’s performance management system effectively.
- Help to ensure procurement processes deliver best value for money through assisting the Commercial and Procurement Manager with reporting where required. Has oversight of the arrangements with contractors and ensures that these contracts are being appropriately implemented, managed, and reviewed.
- Encourage and foster a climate of high performance, high personal satisfaction, and open communication amongst all staff.

### **Corporate Responsibilities**

- Build commitment to QLDC’s vision, values, and services.
- Willingly undertake any duty required within the context of the position.
- Manage own personal health and safety and takes appropriate action to deal with workplace hazards, accidents, and incidents.
- Comply with all legislative requirements.
- Adhere to QLDC’s Code of Conduct.

### **Health, Safety & Wellbeing (HS&W)**

- Ensure compliance of all HS&W policies & procedures and with all current New Zealand Health and Safety related legislation.
- Meet HS&W KPIs in position description.
- Set HS&W KPIs in position descriptions for all staff.
- Ensure HS&W included in departmental meeting agendas at least monthly
- Identify and manage hazards with elected HS&W Representatives & implement corrective action plans.
- Ensure accurate reporting, recording & investigation of all workplace incidents in a timely manner.
- Ensure every staff member returning to work from injury, whether the injury is work-related or otherwise, has a return to work plan:
  - In place on their return, or in advance of their return (where applicable)
  - That is informed by ACC and appropriate treatment provider
  - Is reviewed, agreed, and signed off in a regular and timely manner

- Support HS&W Representatives by:
  - Election as per QLDC process
  - Allocation of time to support role
  - Training

## KEY RELATIONSHIPS

### Internal:

- Mayor and Councillors
- Chief Executive
- General Manager – Finance, Legal & Regulatory (Chief Financial Officer)
- All General Managers
- Finance Manager
- Management Accounting Team
- Budget Managers
- Finance team
- All QLDC staff

### External:

- Contractors & Consultants
- Other Councils and financial professionals

## ACCOUNTABILITIES AND DELEGATIONS

- Financial Authority
  - Delegation D
- Staff Authority
  - 3 Direct Reports

## PERSON SPECIFICATION

### Education

- Tertiary qualification, bachelor level or greater, in finance, accounting or equivalent practical experience.
- Chartered Accountant, member of Chartered Accountants Australia New Zealand or equivalent

### Experience

- Extensive experience (8-10 years) in management accounting, financial modelling, and forecasting.
- Significant experience in a commercial accounting environment including managing the business planning and forecasting processes
- Significant experience with management reporting and presenting to senior management.

- Proven experience within systems accounting and process improvement.
- Experience in capital intensive industries would be desirable.
- Proven spread-sheeting and financial modelling skills.
- Proven problem solver and strategic thinker who can make the connections between various aspects of the organisation and implications for business units.
- Proven track record of developing and maintaining relationships across a broad range of sectors at a senior level.
- Proven track record of driving and managing business process and cultural change within an organisation.
- Experience leading and managing a team including all aspects of staff and human resource management.

#### General

- Highly motivated, achievement-oriented, and innovative professional.

### COMPETENCIES

Core competencies for all employees of QLDC:

Customer focus	Is dedicated to meeting the expectations and requirements of internal and external customers; Gets firsthand customer information and uses it for improvements in products and services; Acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Action Oriented	Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.
Drive for results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Integrity & Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Relationship Management & Teamworking	Relates well to all kinds of people, up, down, sideways, inside and outside of the organisation; Builds appropriate rapport quickly; Builds constructive and effective relationships; Uses diplomacy and tact; Can defuse high tension situations comfortably.
Health & Safety	<ul style="list-style-type: none"> <li>• Ensures compliance to all legal/statutory and company requirements for Health and Safety</li> <li>• Adheres to all QLDC's Health &amp; Safety policies and procedures</li> <li>• Is actively involved in QLDC's health and safety systems</li> </ul>

	<ul style="list-style-type: none"> <li>• Wears relevant personal protective clothing and equipment as and when required* Use only for roles where PPE may be required</li> <li>• Reports any pain, discomfort, or other health &amp; safety concerns as soon as possible</li> <li>• Ensures all accidents, incidents and hazards are reported using QLDC's Health &amp; Safety reporting procedures</li> </ul>
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Competencies specific to the role:

Problem Solving	Uses rigorous logic and methods to solve difficult problems; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
Business Acumen	Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organisation; knows the competition; is aware of how strategies and tactics work in the marketplace.
Decision quality	Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgement; most solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
Political savvy	Can manoeuvre through complex political situations effectively and quietly; Is sensitive to how people and organisations function; Anticipates where the land mines are and plans his/her approach accordingly; Views politics as a necessary part of local government life and works to adjust to that reality.
Developing Direct Reports and Others	Provides challenging and stretching tasks and assignments; holds frequent development discussions; is aware of each person's career goals; constructs compelling development plans and executes them; will take on those who need help and further development; is a people builder; encourages people to take responsibility for their own learning and development.
Organising	Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges files and information in a useful manner.
Strategic Agility	Sees ahead clearly; can anticipate future consequences and trends accurately; Has broad knowledge and perspective; is future oriented; Can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.