



Mahi Tahi

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

#arohatōmahi

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

Manaakitanga

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana - leaving a legacy which future generations will embrace.

Details

JOB TITLE	Financial Accountant
REPORTS TO	Financial Services Manager
GROUP	Organisation Performance
DIRECT REPORTS	Nil
FINANCIAL DELEGATIONS	\$5,000
WARRANTS REQUIRED	N/A
GRADE	18

Purpose

To work with the Financial Services Manager in providing high quality, timely, effective financial advice and advanced technical accounting support to the Chief Financial Officer, the Executive Leadership team, Senior Leadership Cohort and the organisation (including elected members). To work with the Financial Services Manager on key finance deliverables of all Council's external financial reporting including Organisation Performance report, Annual Report, other compliance reporting in accordance with the relevant regulation, accounting standards and best practice.

To work with the Financial Services Manager on cashflow forecast and treasury related functions, providing solution focused advice to the Chief Financial Officer, and providing meaningful updates to the Executive Leadership team, Senior Leadership Cohort and the organisation (including elected members).

To work with the Financial Services Manager with taxation returns and audits, reconciliation of Balance Sheet General Ledger to the highest standard and complies with regulation, standards, Council's policies and good practice, including the provision of advice on financial accounting standards to the Chief Financial Officer, the Executive Leadership team, Senior Leadership Cohort and the organisation.

To work closely with the Chief Financial Officer and the Principal Advisor in assisting the key finance deliverables of Annual Plan/Long term plan and other reporting requirements.

To work as a business partner across the organisation, other key units and the finance team to help facilitate the best financial decisions and create value for the Horowhenua district ratepayers and communities.

To positively contribute with other members of the finance team of going beyond the numbers and providing a proactive and positive contribution by demonstrating and encouraging "best practice" and enabling development and coaching across the organisation.



Skills, Knowledge and Experience

EXPERIENCE	<p>At least 3 years' consistent working experience in a financial management position in multidisciplinary environment.</p> <p>A good understanding of taxation rules, Accounting Standards, financial reporting and performance monitoring processes in local government.</p> <p>Proven experience in Annual Report preparation and audit process. Critically analyses and evaluates information in a logical way when solving complex problems.</p> <p>Demonstrated experience in financial accounting, taxation, analysis and modelling, working comfortably in finance systems and models.</p> <p>Capable of interpreting numerical information and using this to aid in problem solving. Has a preference for using numbers and hard data when solving problems.</p> <p>Demonstrates a strong focus on high performance and personal achievement. Goes above and beyond to exceed expectations.</p> <p>Generates and implements new and innovative solutions, ideas, and approaches to problems. Anticipate issues before they arise.</p> <p>Weighs up options and implications, identifies strategies, and plans, and is comfortable with managed risks.</p>
KNOWLEDGE	<p>Demonstrated proficiency with systems experience in one or more accounting software systems, particularly planning and budgeting systems and contemporary reporting tools (e.g. business warehouse, OLAP tools, etc.)</p> <p>Sound knowledge of local government procedures, protocol and policies, Local Government Act and other relevant legislation to local government, and Accounting Standards.</p>
SKILLS	<p>Ability to analyse and establish new policies and procedures</p> <p>Excellent computer skills in the Microsoft Windows environment, knowledge of Excel is a must.</p> <p>The ability to lead and motivate finance professionals to deliver quality financial services in a dynamic, high performance and evolving environment.</p>
ACHIEVEMENTS	<p>Ideally is a Chartered Accountant with CAANZ or equivalent, and has bachelor's degree in accounting or relevant experience.</p> <p>Demonstrates a strong focus on high performance standards and personal achievement. Goes above and beyond to exceed expectations. Displays initiative and is personally driven by successfully completing tasks.</p>



RELATIONSHIPS	Ability to build strong working relationships and be a trusted advisor. The role will hold the key working relationship with the Council's Audit Manager to ensure that the Council's annual report is delivered on time and to a high standard.
INTEGRITY	High level of professionalism and confidentiality. Ability to appropriately manage sensitive information Builds trust through actions
COMMUNICATION	<p>Communicates in a clear, confident and articulate manner. Is able to adapt communication style to meet the needs of the audience. Is effective at influencing others. Is able to communicate in a way that builds trust and positive relationships.</p> <p>Excellent communications skills both oral and written, including ability to write concise and accurate reports to Executive Leadership Team and to Council.</p> <p>Should have an advanced knowledge on the principles of customer care and service, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.</p> <p>Presentation and communication skills with knowledge of sound ways to inform audiences (individuals or groups) through written oral and visual media.</p> <p>Remains calm, composed, and optimistic in stressful or high pressure situations.</p>
IMPLEMENTATION	<p>Is confident making judgements based on the information available, even if it is not complete or the situation is ambiguous.</p> <p>Excellent prioritisation skills to spend time on critical tasks and ability to escalate or eliminate roadblocks as they arise in order to create focus for self and team to deliver tasks with a high level of accuracy and professionalism.</p> <p>An understanding of the Treaty of Waitangi and its application for Council. Is reliable, detail-focused and meticulous within a fast paced environment. Follows through on plans to ensure they are carried out accordingly</p>
STRATEGIC AGILITY	Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies and manages risks.
SELF-INSIGHT	<p>Perceives and manages emotions in self and others. Relates well to others, with strong interpersonal skills.</p> <p>Ability to give and receive constructive feedback. Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.</p>
RESILIENCE	Remains calm, composed, and optimistic in stressful or high pressure situations.
TEAMWORK	<p>A confident leader with the ability to give direction and take accountability for the actions and decisions made.</p> <p>Drives progress and action through motivation of others.</p> <p>Is effective in influencing the thoughts and actions of others. Supports and collaborates with team members to achieve targets and strives to get the best out of others. Is resourceful with a can-do attitude.</p>



GROWTH MINDSET	Future orientated and strategic, taking a big picture, long term view when planning and anticipating potential impacts on the business. Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts and jargon.
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Drives Community Outcomes

Delivers impactful outcomes for the community by providing exceptional service, fostering meaningful Iwi relationships, integrating Te Reo Māori and tikanga, and continuously improving efficiency within the Horowhenua District Council landscape.

Delivery Focused

Delivers high-quality work with integrity, accountability, and efficiency, following through on commitments, engaging with Iwi where appropriate, and using digital tools effectively to achieve meaningful community outcomes.

Mana Enhancing

Builds trust by placing people at the heart of decisions, embracing diverse cultures, upholding high standards of professionalism, nurturing personal growth and self-care, and protecting the mana and integrity of relationships.

Connected

Builds strong, trust-based relationships across teams and the community through clear communication, collaboration, and cultural engagement, creating a connected and inclusive environment that drives better outcomes.

Resilient and Adaptable

Adapts to change with curiosity and resilience, maintaining focus under pressure, seeking diverse perspectives, and persevering to deliver the best outcomes for the community.



Alignment with our community outcomes



We uphold Te Tiriti o Waitangi and its principles and recognise the role of Mana Whenua as kaitiaki of their rohe. We support them to maintain and enhance tikanga with their ancestral lands and waterways, wāhi tapu and other taonga, and build mutually respectful partnerships with tangata whenua, supporting whanau, marae, hapū and iwi in achieving their aspirations.



We contribute to improving our natural environment for current and future generations to enjoy, and protect the important natural features in our district.

We ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.



We provide efficient, reliable and affordable infrastructure, developing and maintaining facilities and infrastructure to meet the needs of current and future generations. Our community facilities and infrastructure are resilient, helping us to respond to climate change and natural hazards, working with partners to develop infrastructure that enables growth.



We are business friendly, supporting diversity and resilience in our local economy and work with others to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



We value the diversity of our people, and how our district's heritage shapes our community's sense of identity and pride.

We provide infrastructure, services, facilities and places to build resilient and connected communities where people of all ages and backgrounds feel included and safe. We are building collaborative relationships with service providers to enable all people to live positive and healthy lifestyles, encouraging our people to participate in local decision making.

