

## POSITION DESCRIPTION

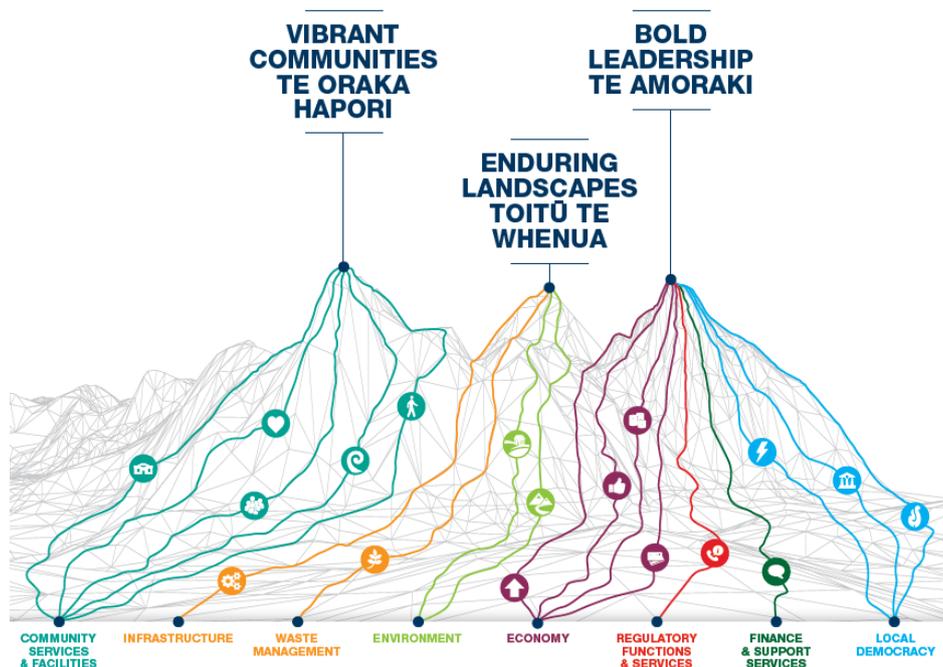
<b>Position:</b>	Management Accountant
<b>Department:</b>	Finance
<b>Location:</b>	Queenstown
<b>Reports to:</b>	Senior Management Accountant – Team Leader
<b>Date:</b>	February 2020

### BACKGROUND

Queenstown Lakes is a unique district with population and economic growth, coupled with an international reputation as a tourist destination that is unmatched. It has a relatively small number of residents (approximately 38,000 in 2018) but experiences 2 million + visitors every year.

The Queenstown Lakes District Council has a central role to play in maintaining and enhancing the quality and liveability of the outstanding environment of the district. It is 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..

The 2018-2028 Ten Year Plan aspires to create momentum in a range of areas through a focus on three peaks - enduring landscapes, bold leadership and strong and diverse communities. The 2018/2019 Annual Plan provides for a total of 380+ council staff.



## VISION, MISSION AND VALUES

We're proud to be QLDC, and 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 Management Accountant role will provide support and financial management advice to allocated business units, providing timely and accurate financial reporting, together with financial analysis which adds value to the business unit managers understanding of the financial aspects of their operations.

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

## 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, budgets and the Long Term Plan and report on the results of the review and any variances to the Senior Management Accountant and Finance Manager.
- Work with business unit managers to prepare the financial aspects of business cases and review financial aspects of contracts.
- Work with business unit and project managers in the preparation of budgets and forecasts.

- Provide scenario planning and financial modelling as required.
- Participate actively in relevant business unit meetings, ensuring financial issues are highlighted, addressed or escalated as appropriate.
- In conjunction with the Management Accounting team, improve the overall financial acumen of business unit managers via regular training sessions and coaching to enable a greater understanding.
- Review capital project costs, provide status updates and assets tagged for capitalisations.
- Actively drive and contribute to the achievement of finance strategies and objectives.
- Work with the General Manager, Finance, Legal & Regulatory, Finance Manager and Senior Management Accountant – Team Leader in undertaking 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 and maintain up to date knowledge of developments in this area.

### **Relationship Management**

- Establish ongoing dialogues with internal customers ensuring delivery satisfaction and value-added service.
- Cultivate a professional and positive image for QLDC.

### **Corporate Responsibilities**

- Build commitment to QLDC's vision, values and services.
- Willingly undertake any duty required within the context of the position.
- Being aware of responsibility for Manage own personal health and safety and takes appropriate action to deal with workplace hazards, accidents and incidents. Compliance and self-responsibility.
- Support HS&W culture - familiarity with relevant policies/procedures.
- Comply with all legislative requirements.
- Adhere to QLDC's Code of Conduct.

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## **KEY RELATIONSHIPS**

### **Internal:**

- Mayor and Councillors
- Chief Executive
- Management Accountant team
- Finance Manager
- General Managers
- Budget Managers
- Project Managers
- Finance team

### **External:**

- Contractors

- Other Councils and financial professionals

## ACCOUNTABILITIES AND DELEGATIONS

### Financial Authority

- *No financial delegations*

### Staff Authority

- *No staff management responsibility*

## PERSON SPECIFICATION

### Education

- Tertiary degree qualification in accounting.
- Chartered Accountant, member of the New Zealand Institute of Chartered Accountants or equivalent qualification.

### Experience

- Proven experience (5 + years) in a management accounting role.
- Proven experience in a commercial accounting environment with exposure to business planning processes. Experience in capital intensive industries would be desirable.
- Demonstrated practical experience in the application of activity-based costing and project accounting.

### General

- Proven spread-sheeting and modelling skills.
- Proven track record of developing and maintaining relationships across a broad range of sectors at a senior level.
- 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 first hand 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> <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>

Competencies specific to the role:

<i>Problem Solving</i>	<i>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.</i>
<i>Decision quality</i>	<i>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.</i>
<i>Informing</i>	<i>Provides the information people need to know to do their jobs; Provides individuals with information so that they can make accurate decisions and give appropriate advice to others; is timely with information</i>