

He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana

With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.

POSITION DETAILS	
REPORTS TO	Manager Financial Planning and Reporting
GROUP	Organisation Performance
DIRECT REPORTS	Nil
FINANCIAL DELEGATION	\$5,000


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    A[GM Organisation Performance] --> B[Manager Financial Planning and Reporting]
    A --> C[Manager Financial Services]
    A --> D[Manager Financial Special Projects]
    B --> E[Finance BA - Asset Management]
    B --> F[Finance BA - Systems]
    B --> G[Financial Accountant]
  
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PURPOSE OF POSITION
To ensure that all our Council's external financial reporting, including taxation is produced to the highest standard and therefore complies with regulation, standards and good practice, including the provision of advice on financial accounting standards to the Chief Executive and Group Manager Organisation Performance (GMOP).

KEY ACCOUNTABILITIES	
AREA	EXPECTED OUTCOMES
PROVIDE HIGH QUALITY FINANCIAL INFORMATION	<p>Lead the production of Financial statements and reporting including reporting the Executive Leadership Team, Council the annual report to ensure that the Council's responsibility to report accurate, complete and well written external financial information is fulfilled and the Council's reputation for financial transparency is enhanced</p> <p>Key Inputs</p> <ul style="list-style-type: none"> Produce the financial statements for the Council's external reports, which include the Annual Report, Long-term Plan and Annual Plans. Ensure that all financial information presented within these Council's external reports is accurate, clear, relevant, robust, and objective. Ensure that all financial statements are prepared on a timely basis, meet legislative requirements, financial reporting standards and professional standards. Recommend to the Chief Executive and Group Manager Organisation Performance the signing of the Annual Report and ensure that the Council can make representations as required by our external auditors. Ensure systems and reporting is in place to meet the Council's requirements to account for and report on funding and grants managed on behalf of other entities.

<p>MANAGE AUDIT RELATIONSHIP AND DELIVERABLES</p>	<p>Be responsible for the smooth running of HDC’s internal and external audit processes to ensure that the Council obtains the maximum value from the audit processes in terms of ensuring that the audit processes managed efficiently and effectively.</p> <p>Key Inputs</p> <ul style="list-style-type: none"> • Ensure that an audit plan is agreed with our external auditors each year that achieves production of the Annual Report in a timely fashion • Develop in conjunction with the systems accountant processes and techniques to automate the production of external financial information from HDC’s financial systems such that manual intervention is minimised • Agree an annual internal audit plan with the Group Manager Organisation Performance that is based on a sound risk analysis of HDC’ financial risk profile • Organise internal audits • Ensure that HDC is prepared for the Audit • Agree and document areas of audit focus with GMOP and Audit Director • Be responsible for the management and implementation of actions to address any matters raised by auditors within the timeframes agreed with the auditor
<p>ENSURE TAX COMPLIANCE</p>	<p>Ensure that the Council complies with its Tax obligations at all times to ensure that the Council’s obligations are fulfilled and the Council’s reputation for financial transparency is enhanced.</p> <p>Key Inputs</p> <ul style="list-style-type: none"> • Review all council tax returns including, as required, subsidiary and associated entities, and ensure they are filed in a timely manner. • Responsible for tax reporting. • Seek, as required, expert advice. • Ensure that the GMF and Council are informed on any changes that impact the Council’s tax position.
<p>MANAGE RELATIONSHIP WITH COUNCIL ASSOCIATES AND SUBSIDIARIES.</p>	<p>Ensure that financial management for associated and subsidiary entities is managed to the same standards as HDC’s so that associated and subsidiary entities are able to meet the same reporting standards as the council.</p> <p>Key Inputs</p> <ul style="list-style-type: none"> • Ensure that financial reports from associated and subsidiary entities are produced to the same standards as HDC external reports including compliance with legislation, accounting standards and audit requirements • Manage the external audit process for associated and subsidiary entities.

<p>CONTRIBUTE TO MANAGEMENT OF THE FINANCE TEAM</p>	<p>Deliver on overall contribution, to the oversight and review of work across the wider Finance Team to ensure overall business goals are achieved as well as helping to develop the team and your own professional abilities on a continuous basis.</p> <p>Key Inputs</p> <ul style="list-style-type: none"> • Act as a bank signatory and authorise as required. • Managing the general ledger including overseeing the monthly balance sheet reconciliations • Responsible for compiling cashflow projections and monthly performance analysis • Responsible for updating information in the treasury register software • Oversee month-end and year-end close processes • Complete review work and authorisations on behalf of the Manager Financial Services and Manager Financial Planning and Reporting. • Collaborate with other Business Analysts across the Group and the Finance Management team on projects and business improvement opportunities. • Extend own professional development. • Comply with all applicable council policies, practices and procedures • Actively participate in and contribute to performance improvement and development.
<p>CONTINUOUS IMPROVEMENT</p>	<p>Constantly look for ways to improve our overall processes and systems Keep up to date with market trends across Finance and look at ways we can implement new initiatives.</p>
<p>HEALTH, SAFETY AND WELLBEING</p>	<p>Active participation and engagement in HDCs health, safety and wellbeing practices and projects.</p>
<p>CIVIL DEFENCE</p>	<p>Assist with Emergency events as required. Attend relevant training as required.</p>
<p>VALUES</p>	<p>The best interest of the organisation are represented at all times ensuring HDC values are reflected in behaviours and professional delivery of role.</p>
<p>ADDITIONAL DUTIES</p>	<p>Complete other duties that may be required</p>

SKILLS, KNOWLEDGE & EXPERIENCE

Qualifications - Degree in Accountancy or other related discipline is essential. Chartered Accountant (CA) or equivalent qualification; will be an advantage.

Coaching – Experience coaching junior team members would be an asset

Relationships – Proven experience managing external statutory reporting and external audit processes essential

Tax – Tax management would be an advantage.

Financial Systems – Sound understanding of modern finance systems.

Problem solving – Ability to clarify what the problem is, make a recommendation and take responsibility for seeing it through to the end.

Communication – You intuitively keep people up to date. Proactively think about how you communicate with people to get the best outcome. Be clear and check that you’ve been understood.

Planning – superb planning, organisation and time management skills.

OUR VISION

Enabling What Matters for Horowhenua

OUR VALUES

Mahi Tahī

We work with and for our community, we know their voice matters and want to achieve meaningful connections through a spirit of partnership and service.

Arohatomahi

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

Building a legacy

/Tiaki

We proudly and professionally contribute every day to work that matters, with the courage and positivity to make a difference for Horowhenua.

Manakitanga

We put our people first by showing them they matter, through a caring and solutions focused approach to our mahi