

Graduate Accountant

Reporting to: Finance Manager
Location: Finance and Administration
Date Reviewed: June 2022

Position Purpose

This role is a trainee position for two years. The skills expected to be learnt during training are to enable the Graduate Accountant to be responsible for the provision of efficient and effective accounting and financial services to the Westland District Council. At the end of the two year training period the Graduate Accountant is expected to be proficient at all Key Tasks and Responsibilities as outlined below.

Functional Relationships

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> • Chief Executive • Executive Team • Mayor and Councilors • Westland District Council staff 	<ul style="list-style-type: none"> • Ratepayers, Residents and the General Public • Government Departments • Local Authorities • Local Government New Zealand • External Audit • Westpac • Contractors and Consultants • Other Council Service suppliers

Limitations of Authority:

As defined in the Delegations Manual.

Financial: Nil

Staff: N/A

Operational: Nil

Key Tasks and Responsibilities

1. Reporting and Financial Services

Expected Results:

- All internal reporting completed to a high standard and on time
- Assisting in providing all external reporting to a high standard and on time
- All financial records maintained in compliance with statutory and external Audit requirements

- d) Prepare of monthly management and Council reports
- e) Assist in providing financial data and supporting document, as requested by External Auditors
- f) Working within defined frameworks, provide analysis of financial information as required
- g) Monitor and forecast cash flow

2. Financial returns

Expected Results:

- a) Prepare and submit accurate returns including GST, FBT, and others as applicable
- b) Prepare and submit accurate Statistics NZ returns

3. Treasury

Expected Results on completion:

- a) Assist in the appropriate investment of Council funds in accordance with the Investment Policy
- b) Prepare accurate documentation for the drawdown of loan funding and maintain records utilising Hedgebook
- c) Prepare monthly treasury data for external treasury advisors
- d) Liaise with external treasury advisors to arrange any/all financial instruments; monitor and accurately record the value of financial instruments in the GL.

4. General ledger

Expected Results:

- a) Maintain the GL in MagiQ to meet Council's requirements
- b) Prepare monthly and one off journals
- c) General ledger reconciliations
- d) Update the IBIS budgeting and reporting software to replicate the data in MagiQ
- e) Complete internal audits of financial system to ensure accuracy and integrity of records, as required.

5. Supervision of staff

Expected Results:

- a) Monitor the work undertaken by the Accounts Officers to ensure accuracy of accounts payable and debtors records
- b) Provide/arrange suitable training as required

6. Other Duties

Expected Results:

- a) Ensure creditors are paid accurately and in a timely manner
- b) Provide solutions-based analysis, investigation and reporting
- c) Manage relationships across teams by providing relevant and accurate advice in as required and in a timely manner
- d) Provide training in MagiQ and other relevant software as necessary
- e) Support the team by completing other duties as and when they arise

HEALTH AND SAFETY:

- To adhere to all Council health and safety plans, policies and procedures including using protective equipment supplied.
- To identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- To implement the removal of hazards where practicable and provide training in this area.

- To investigate accidents and near miss events.
- To ensure staff are trained and kept up to date with any new work safe policy changes.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

To meet the Council’s statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council’s emergency response.

Person Specification

Qualifications/Experience

- Relevant tertiary degree, B Com. or equivalent
- Studying towards a professional qualification such as CA or equivalent
- A high degree of computer literacy
- Good knowledge of applicable finance policies, procedures and legislation

Skills / Attributes

- Excellent verbal and written communication skills
- Ability to ensure that work is completed to a high standard and to meet deadlines
- Ability to analyse and report on financial information
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative
- Excellent Customer Service skills
- Ability to manage time and prioritise and organise workload
- Display professionalism, honesty, integrity and reliability

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.

Employee’s Signature

Date

Manager’s Signature

Date