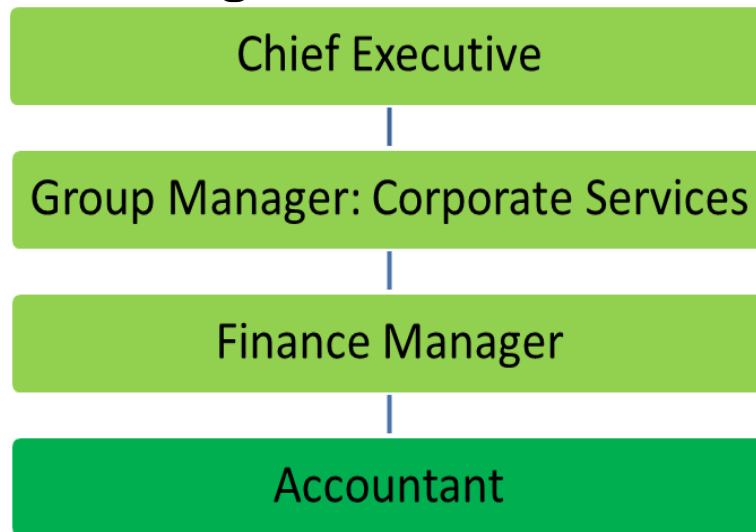


Position Description

Role: Accountant

Vision of Westland District Council:	<p style="text-align: center;">COUNCIL VISION</p> <p>Westland District Council will facilitate the development of communities within its district through delivery of sound infrastructure, policy and regulation.</p> <p>This will be achieved by:</p> <ul style="list-style-type: none"> • Involving the community and stakeholders. • Delivering core services that meet community expectations and demonstrate value and quality. • Proudly promoting, protecting and leveraging our historic, environmental, cultural and natural resource base to enhance lifestyle and opportunity for future generations.
Background to the Position	This role replaces the position of Accountant, from which the current position holder resigned on 2 September 2016.
Purpose of the Position	<ul style="list-style-type: none"> • Responsible for the provision of efficient and effective accounting and financial services to the Westland District Council, and primarily responsible for the assistance with the preparation and coordination of the Long Term Council Plan (LTP). • Assist with the preparation of the Annual Plans. • Assist with the preparation of the Annual Report. • Assist with the provision of financial information to Council and public. • Assist with the effective financial management of Council's funds within the policies adopted by Council. • Assist with the servicing the Audit and Finance Committee.
Department	Corporate Services
Reports To	Finance Manager
Staff Reports	Nil
Financial Delegation:	Nil – unless specified in the delegations manual

Organisational Context



INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> • CE • Westland District Council staff • Mayor and Councillors • Executive Team 	<ul style="list-style-type: none"> • Ratepayers and members of the Public • Central Government Departments and Agencies. • Other local authorities • Solicitors • Suppliers • Contractors • Bankers • Audit New Zealand / Auditors • Inland Revenue Department • IT Consultants • Investment Advisors • Finance & Accounting Consultants • Other service providers to Council as required

KEY RESPONSIBILITIES	KEY OUTCOMES
<p>1. Working at Westland District Council</p> <ul style="list-style-type: none"> a) Uphold the Westland District Council vision for Westland in all activities. b) Demonstrate positive and professional conduct at all times, together with a willingness to carry out additional responsibilities as requested. c) Demonstrate a commitment to the development of self and others ensuring technical and relevant business skills 	<ul style="list-style-type: none"> • Council's expected standards of behaviour and Council policies are adhered to. • Additional duties are carried out as requested, when required. • Commitment to improving technical skills through proactively identifying training and development needs.

<p>are current.</p> <p>d) Code of Conduct</p>	<ul style="list-style-type: none"> • Participation in relevant learning opportunities. • New learning shared with peers and team as appropriate. • Council has a Code of Conduct and a staff policy manual. All members of staff are expected to comply with these.
<p>2. Reporting and Financial Services</p> <p>a) Assist in the preparation of Council's Annual Report, Annual Plan and Long Term Plan in accordance with Audit New Zealand and statutory requirements.</p> <p>b) Prepare financial statements for Council on a monthly basis and for departmental managers.</p> <p>c) Assist in day to day financial services both internally and externally.</p> <p>d) The recording and maintenance of council's financial records in strict compliance with statutory requirements and Audit New Zealand specifications.</p>	<ul style="list-style-type: none"> • All external and internal reporting requirements are completed up to required standard and on time. • All financial services required are completed up to standard and on time.
<p>3. Accounting Functions</p> <p>a) Assist in the preparation of departmental budgets and the calculations of rates in accordance with Council decisions.</p> <p>b) Ensure all Council creditors are paid correctly and promptly.</p> <p>c) Ensure all that all accounting and financial returns, including Statistics New Zealand are prepared correctly within the appropriate timeframe.</p> <p>d) Ensure the remittance within the appropriate time of all PAYE, FBT, GST and Withholding Tax and ACC payments.</p> <p>e) Assist to ensure that adequate internal financial control systems are maintained within the department.</p> <p>f) Assist to ensure a suitable chart of accounts is maintained which suits</p>	<ul style="list-style-type: none"> • All external and internal reporting requirements are completed up to required standard and on time. • All financial services required are completed up to required standard and on time.

<p>Council's requirements.</p> <ul style="list-style-type: none"> g) Assist in the appropriate investment of all Council funds in accordance with the Investment Policy. h) Ensure the safe custody of all money and valuable documents held by Council. i) Ensure that the general ledger and bank accounts are regularly reconciled and balanced. j) Ensure all items of income and expenditure and internal transfers are properly coded and posted to the appropriate accounts. k) Ensure the departmental managers are fully informed of the financial performance of activities under their control at regular intervals throughout the year l) Ensure the fixed asset register is maintained and updated with additions, disposals, revaluations and the correct depreciation rates, so it is consistently up-to-date. 	
<p>4. Payroll</p> <ul style="list-style-type: none"> a) Ensure that all employees are paid in accordance with the staff collective contract or other contract approved by the Chief Executive. b) Ensure that staff superannuation is collected in accordance with Council policy and paid to the appropriate fund manager. 	<ul style="list-style-type: none"> • Ensure that payroll changes are submitted to our payroll provider within the required timeframes. • Auditors are satisfied with Payroll processes and content.
<p>5. Occupational Health and Safety</p> <ul style="list-style-type: none"> a) All practicable steps taken to ensure own safety and to ensure that you do not cause harm to any other person by your actions. b) Demonstrate a personal commitment to Health and Safety in accordance with WDC's Health and Safety Policy. 	<ul style="list-style-type: none"> • Hazards are identified, control measures are followed and safe work practices are demonstrated. Emergency procedures are followed. • Work-related accidents, incidents and illnesses are reported. • A health and safety culture is encouraged and demonstrated within the team
<p>6. Other Duties</p> <ul style="list-style-type: none"> a) Assist with other duties as may be 	

<p>allocated from time to time by the Finance Manager</p> <p>b) Civil Defence duties as assigned.</p> <p>c) Ensure any known risks to the organisation are identified and reported</p>	<ul style="list-style-type: none"> • Civil Defence duties are carried out as requested, when required. • Risks are identified and appropriate remedial action is taken where necessary.
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PERSON SPECIFICATION		
Qualifications/ Experience, Skills and Attributes	Attainment / Specification	
Qualifications	<ul style="list-style-type: none"> Relevant qualification equivalent to New Zealand Diploma. 	E
Experience	<ul style="list-style-type: none"> 3 years relevant working experience in a similar role, preferably in the finance department of a local authority 	E
	<ul style="list-style-type: none"> Good overall knowledge of applicable finance policies, procedures and legislation 	E
	<ul style="list-style-type: none"> A high degree of computer literacy 	E
Skills & Attributes	<ul style="list-style-type: none"> Planning, organisational, time management and problem solving – plans, prioritises, and is flexible. 	E
	<ul style="list-style-type: none"> Presentation skills – expresses oneself in a clear, concise manner during individual or group situations. 	E
	<ul style="list-style-type: none"> Displays professionalism, honesty, integrity and reliability. 	E
	<ul style="list-style-type: none"> Self-motivated with initiative. 	E
	<ul style="list-style-type: none"> Professional and courteous manner. 	E
	<ul style="list-style-type: none"> Positive, energetic personality and team player. 	E
	<ul style="list-style-type: none"> Proactive and passionate about making a difference. 	E
	<ul style="list-style-type: none"> Sense of humour 	E
	<ul style="list-style-type: none"> Hold a valid full New Zealand drivers licence. 	E
	<ul style="list-style-type: none"> Able to work outside of normal office hours when required. 	E
	<ul style="list-style-type: none"> Strong customer focus 	E
	<ul style="list-style-type: none"> Excellent verbal and written communication skills. 	E
	<ul style="list-style-type: none"> Ability to explain technical matters in plain language. 	E
	<ul style="list-style-type: none"> Ability to work under pressure 	E
	<ul style="list-style-type: none"> Relationship building - establishes a productive, cooperative and inclusive environment with others. 	E
	<ul style="list-style-type: none"> Attention to detail – ensures information is complete and accurate. 	E
	<ul style="list-style-type: none"> E = Essential D = Desirable 	

Position Description amended:	
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Manager (signature)		Date:	
Chief Executive (signature)		Date:	
Position Holder (signature)		Date:	