

Finance Manager

Reporting to: Group Manager, Corporate Services
Location: Corporate Services
Date Reviewed: 19 January 2018

Position Purpose

Responsible for the provision of efficient and effective accounting and financial services to Westland District Council

Functional Relationships

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> • Chief Executive • Executive Team • Mayor and Councillors • Westland District Council staff • Council Controlled Organisations 	<ul style="list-style-type: none"> • Ratepayers, Residents and the General Public • Government Departments • Local Authorities • Local Government New Zealand • Audit NZ • Bankers and Investment advisors • Contractors and Consultants • Suppliers • Other service providers to Council

Limitations of Authority:

As defined in the Delegations Manual.

Financial: Contractual authority of \$50,000 for expenditure provided for in estimates

Staff: 4

Key Tasks and Responsibilities

1. All internal and statutory external reporting to be completed to a high standard and on time.

Expected Results:

- Ensure that accurate and detailed monthly financial accounts are completed by the Accountant, and provided to the executive team for review by agreed time
- Ensure that accurate Council monthly and quarterly reports are completed by the Accountant, and provided for Council agendas at the agreed time
- Statutory Annual Financial statements prepared accurately and in accordance with good practice in the sector by the agreed time

2. Accounting Functions

Expected Results:

- Departmental budgets and calculations of rates accurately reflect Council decisions
- Documented sense checks and review for accuracy and compliance before submission on all financial returns such as (but not limited to) GST returns, FBT, Statistics NZ, calculated by the Accountant

- c) Ensure all financial policies and procedures are adhered to by financial staff, and that adequate controls are maintained, such as segregation of duties

3. General Ledger Maintenance

Expected Results:

- a) Documented monthly General Ledger reconciliations reviewed and signed
- b) General Ledger accuracy through detailed review process, challenge and education of budget managers on coding of revenue and expenses
- c) Support Accountant to ensure high level of accuracy of the fixed assets register. That disposals, capitalisation of assets and revaluations are carried out in line with revaluation documents and that the register is reconciled with asset management systems

4. Long Term Plan

Expected Results:

- a) Preparation of the financial statements as part of Council's Long Term Plan and consultation document
- b) Provision of information to Audit NZ to allow for timely audit of the Long Term Plan and consultation document

5. Advice

Expected Results:

- a) Provision of advice on technical accounting matters that arise
- b) Provision of advice on good practice in financial management for Local Authorities

6. Staff Management

Expected Results:

- a) Provide a supportive environment for staff to confidently carry out their roles
- b) Identify training needs together with staff through regular meetings
- c) Identify ways for staff to work smarter

7. Other Duties

Expected Results:

- a) Supporting the team by completing other duties as and when they arise

HEALTH AND SAFETY:

- To adhere to all Council 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

- Accounting qualification
- Experience in financial reporting
- Preparation of statutory accounts in compliance with relevant reporting standards
- 3 years' experience in a similar role
- Budget process experience
- IT literate including intermediate excel

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 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

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