

Finance Manager

Reporting to: Group Manager, Corporate Services

Location: Corporate Services

Date Reviewed: June 2021

Position Purpose

To lead the Finance team for the provision of efficient, timely and high-quality accounting and financial services throughout the organisation and ensure statutory compliance.

To provide support to the front-line Customer Team Leader to deliver a customer centric experience for all users.

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: 6

Key Tasks and Responsibilities

1. Lead the preparation of the Long-Term Plan, Annual Plan and Annual Reports.

Expected Results:

- a) Ensure that all external plans and reports are adopted within the statutory deadline.
- b) That the financial information in the plans and reports is delivered to a high standard.
- c) Liaise with Auditors to ensure that a clean audit report is achieved.

2. Accounting Functions

Expected Results:

- a) Departmental budgets and calculations of rates accurately reflect Council decisions.
- b) Budget managers understand their responsibility for financial processes and feel supported in carrying out the financial aspects of the role.
- c) That the finance team are recognised as trusted partners.
- d) GST, FBT and other returns are correct and on time.

- e) That all invoicing and receipts into Council are accurate and GST treatment is correct.

3. Financial Management and Business reporting

Expected Results:

- a) Detailed Management Reports are provided on a monthly basis to the Senior Leadership Team.
- b) Financial analysis is provided to budget managers to monitor budgets and support decision making.
- c) Council receives a monthly financial report to be presented at Council meetings, with a detailed quarterly financial report presented to the Audit and Risk Committee.
- d) Support Management Accountant to ensure high level of accuracy of the fixed assets register. That disposals, capitalisation of assets and revaluations are accounted for accurately and in line with Asset Capitalisation Policy and Accounting Standards.
- e) Supporting the Management Accountant to partner with the District Assets team to ensure timely revaluations and fair value assessments are carried out as per Council policy.

4. General Ledger Maintenance and systems

Expected Results:

- a) The general ledger supports the Council activities.
- b) Ensure that balance sheet and other reconciliations are prepared and reviewed in a timely manner with appropriate backup.
- c) That the Council reporting and budgeting systems are up to date and produces quality reporting.
- d) General ledger accuracy through detailed review process, challenge, and education of budget managers on coding of revenue and expenses.

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. Customer Service

Expected Results:

- a) That the Customer Service Team Leader has the appropriate support and training to enable the team to provide a service where customers are satisfied and provide positive feedback.
- b) First resolution wherever possible with escalation of technically demanding calls in accordance with internal guidelines.
- c) Assist the Group Manager, Corporate Services to transform the Customer Service Team into a more digital self-service environment.

7. Staff Management

Expected Results:

- a) A supportive environment for staff to confidently carry out their roles
- b) Training needs identified to create a high-performing team of subject matter experts.

8. Other Duties

Expected Results:

- a) Supporting the teams and wider Council 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 potentially hazardous conditions and recommend appropriate corrective actions.
- To investigate and 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 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
- 7 years’ experience in a similar role
- Budget process experience
- Highly 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