

CENTRAL OTAGO DISTRICT COUNCIL

JOB DESCRIPTION

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| POSITION | : | Accountant |
| REPORTS TO | : | Finance Manager |
| LOCATION | : | Alexandra |

PRIMARY OBJECTIVE

To provide quality support to Council and staff on financial and accounting matters. The focus of this position will be to support an existing team deliver technical and analytical services to internal clients.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. All General Ledger control accounts reconciled, corrections made, and any balances documented/explained monthly (Report to Finance Manager)
2. Process month-end and year-end journals and assist with the monthly preparation of financial reports for the Cost Centre Managers, Executive Team and Community Boards
3. Prepare financial reports for Community Boards and associated committees and provide input to any council reports as requested
4. To assist with the preparation of the Annual Report and assist with estimates for the Annual Plan and Long-term Plan (LTP) and quarterly forecasting
5. Input and process additions and disposals into the Fixed Asset Register
6. Maintaining the monthly cash-flow function and managing councils term deposits
7. Subsidy claims and revenue systems - maintain systems and ensure the Council accounts correctly for and recovers all legitimate subsidies and other accounts receivable including roading (NZTA) subsidy
8. Statistical returns and surveys - ensure these are responded to appropriately
9. On a monthly basis, reconcile & process credit card transactions
10. Taxation returns - completion of FBT, GST, PAYE and other returns
11. Petroleum tax returns, to receive and distribute petroleum tax
12. Administer the Council's internal and external loans in accordance with legal and policy requirements

13. To ensure effective relationships and professional support is developed and maintained with Cost Centre Managers, Executive and Elected Members to enable effective financial management throughout the organisation
14. Undertaking such other duties as may be directed from time to time by the Finance Manager

KEY RESULT AREAS

Key result areas have been identified to assist in formulating performance objectives. The duties of the position are being carried out to a satisfactory standard when:

1. Balance sheet reconciliations are completed accurately with relevant supporting documents and all variances investigated and corrected
2. Fixed assets are accurately recorded in the fixed asset register and disposals are processed correctly in a timely manner
3. There are no significant errors in tax returns or penalties for late payment
4. All petroleum tax is correctly accounted for and paid out in a regular and timely manner with no complaints from other authorities
5. Subsidies are correctly claimed in a regular and timely manner (NZTA on a monthly basis and all subsidies are to be up to date at the end of the year)
6. The register of commitments and guarantees are maintained, and accurate information is available in accordance with timetable at the year-end for annual reporting
7. Systems have been streamlined and automated as appropriate and are available to other users
8. No major justifiable complaints in relation to other duties or support functions and all deadlines met

DELEGATIONS

Makes decisions within the authority delegated by the Finance Manager.

RELATIONSHIPS

External

Banks
 Building Societies
 Professional Agencies
 Territorial Local Authorities
 Audit New Zealand
 Recreation and Reserve Committees

Internal

Chief Executive Officer and Executive Managers
 Executive Manager - Corporate Services
 Finance Manager
 Corporate Accountant
 Other finance staff
 Elected Members
 Staff

PERSONAL QUALITIES AND QUALIFICATIONS

Experience/Knowledge

- Qualification in accounting with a minimum of five years accounting experience

Specific Skills

- Budgeting, forecasting and cost modelling
- Financial analysis and variance reporting
- Working knowledge of NZ GST, FBT and other taxation
- Debt and investment administration
- Reporting of financial information to non-accountants in an understandable manner
- Intermediate knowledge of Excel
- Staff management is ideal
- Experience in writing formal reports is preferable

Personal Qualities

- Enthusiasm, commitment and ability to accept responsibility
- Analytical mind with an attention to detail
- Team player and a high level of responsiveness
- Excellent time management and organisational understanding
- Ability to manage and minimise stress
- Adaptable and solution focused
- Good written and oral communication
- Ability to promote the desired image of the Central Otago District Council through good public relations

CORPORATE VALUES PROPOSITION



OUR WAY

**COURAGE TO BE THE
BEST IN EVERY WAY
EVERY DAY**

What we mean

COURAGE is demonstrated strength, commitment and desire by you and the team

BEST is better than good, the best you and we can be; effective, efficient and responsible

EVERY WAY is everything you and we do, say and deliver

EVERY DAY is all of the time, on the good days and through the tougher times



OUR WAY IS
Epic Customer Experience
Clear Expectations of the Individual
Amazing Organisational Performance
Clear Sense of One Team and a Shared Purpose