



## Position Description

<b>Name</b>	Vacant
<b>Position title</b>	Systems Accountant
<b>Level</b>	
<b>Group</b>	Corporate Services
<b>Section</b>	Finance
<b>Responsible to</b>	Finance Manager
<b>Responsibility for staff</b>	N/A
<b>Date</b>	July 2010

### Position purpose

Responsible for providing day to day management and ongoing development of Council's Financial Systems.

### Functional relationships (relating to others)

External	Internal
<ul style="list-style-type: none"> <li>Peers and senior staff of other organisations/authorities</li> <li>External Consultants</li> </ul>	<ul style="list-style-type: none"> <li>Staff at all levels within the organisation</li> </ul>

### Key result areas

The position of Systems Accountant encompasses the following major functions or key result areas:

- Service Delivery
- General Duties
- Corporate Contribution

The requirements in the above key result areas are broadly identified below:

## Key accountabilities

<b>Key accountabilities</b>	<b>Key accountability measures</b>
<p><b>1 Service delivery</b></p> <ul style="list-style-type: none"> <li>• Day to day management of Council's Financial Structures including:               <ul style="list-style-type: none"> <li>- Chart of Account</li> <li>- Business Intelligence</li> <li>- Security</li> <li>- Data Warehousing</li> <li>- Budgeting system</li> </ul> </li> <li>• Provide Financial Systems advice to Finance Manager.</li> <li>• Contributing to development, review and implementation of new financial systems and procedures.</li> <li>• Training Council staff in the use of financial systems and Finance procedures.</li> <li>• Responsible for the preparation of key financial reports, including: Statutory and Management Reports.</li> <li>• Responsible for the preparation, review and maintenance of all Financial Systems policies and procedures,</li> <li>• Undertake an Annual System's audit and prepare monthly exception reports</li> <li>• Responsible for the set up and periodic running of the allocation of Operating and Capital expenditure.</li> </ul>	<ul style="list-style-type: none"> <li>• Council's Financial Structures are managed to function efficiently and effectively.               <ul style="list-style-type: none"> <li>- Including: Chart of Accounts, Business Intelligence, Security, Data Warehousing, Budgeting, Assets ledger.</li> </ul> </li> <li>• Advice is given in a timely manner and options available are documented.</li> <li>• Financial Structures provided comply with internal policy and fulfil legislative requirements.</li> <li>• Training, reports, advice, developments, and implementations are based on sound research and analysis, and are provided in a timely and professional manner.</li> <li>• Reports meet statutory requirements are based on sound research and analysis. Meet user's needs and are provided in a timely and professional manner.</li> <li>• Publishes reports are periodically reviewed and removed if no longer applicable.</li> <li>• Users Workplaces in Finance System are periodically reviewed and updated as required.</li> <li>• Exposure to risk is minimised through the use of internal procedures and practices.</li> <li>• Successful annual systems audit.</li> <li>• All cost allocations are accurate and on time.</li> </ul>
<p><b>2 General duties</b></p> <ul style="list-style-type: none"> <li>• Undertaking special project based or any other relevant duties as directed by the Accounting Manager.</li> <li>• Maintaining close working relationships with internal and external contacts as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Projects are completed to appropriate standards and on time.</li> <li>• Effective, positive professional relationships are developed and maintained with internal and external contacts.</li> </ul>

Key accountabilities	Key accountability measures
<p><b>3 Corporate contribution</b></p> <ul style="list-style-type: none"> <li>Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems.</li> <li>Recognises individual responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992.</li> <li>Meet the statutory responsibilities detailed in the Information Management Policy &amp; Procedure standard.</li> <li>Meet Environment Bay of Plenty's statutory responsibilities for civil defence and emergency management.</li> </ul>	<ul style="list-style-type: none"> <li>Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes</li> <li>Hazards are identified and all incidents and accidents are reported.</li> <li>Participating in any wellness programmes, such as stress management training and health monitoring.</li> <li>Council records are created and maintained in corporate information systems, meeting specified information management standards.</li> <li>Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies as part of Environment Bay of Plenty's responsibilities for civil defence and emergency management.</li> </ul>

## Delegations

This position has financial delegation as outlined in the Council's Delegation Manual.

## Work complexity

### Most challenging duties typically undertaken

- Maintaining a high level of accounting and financial systems knowledge to ensure continual development and improvement of accounting and reporting systems.
- Maintain a good level of statutory financial reporting requirements.
- Working to tight deadlines while managing the quality and timeliness of outputs.

## Person specification

### Qualifications and experience

Essential	Desirable
<ul style="list-style-type: none"> <li>Relevant tertiary qualification at bachelor in accounting.</li> <li>Able to demonstrate a comprehensive accounting knowledge and fully understand enterprise accounting structures.</li> <li>At least three years financial system and general accounting experience.</li> <li>Financial Report writing experience</li> </ul>	<ul style="list-style-type: none"> <li>Computer Science/Information Systems qualifications at diploma level.</li> <li>Membership of NZICA</li> <li>Data warehousing experience</li> <li>XL report writing experience</li> <li>Technology One user experience</li> <li>System configuration and management experience.</li> </ul>

## Key skills/attributes/position specific competencies

The following indicates what would typically be expected for this role at a competent level:

<p><b>Advanced knowledge</b></p>	<ul style="list-style-type: none"> <li>Implementing and maintaining integrated financial structures.</li> <li>Systems, financial and management accounting.</li> <li>Excel</li> <li>Financial report writing using council's Financial system (currently XL)</li> </ul>
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<b>Working knowledge</b>	<ul style="list-style-type: none"> <li>One and BI)</li> <li>• Data warehousing</li> <li>• Technology One – functionality</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Computer software including Word, Query and relevant database packages.</li> <li>• Safe work practices.</li> <li>• Crystal Report writing</li> <li>• Financial systems training and associated material</li> <li>• Writing of policies and procedures</li> </ul>

**Personal attributes**

- Sound judgement and initiative
- Integrity and the ability to maintain confidentiality
- Ability to work well in a team or independently
- High level of professionalism
- Ability to relate to a wide range of people
- Able to problem solve and the ability for thinking outside the square.
- Multi tasking and prioritising to meet deadlines
- Strong mathematical ability
- Communication and coaching ability
- Analytical skills

**Other requirements**

- Occasionally required to work outside normal working hours to meet deadlines or to keep up with the cyclical demands of the Council's financial accounting functions.

**Change to position description**

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this position with due consultation and agreement between parties to the position description. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

**Approved:**

\_\_\_\_\_  
Group Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date