

# Job Description

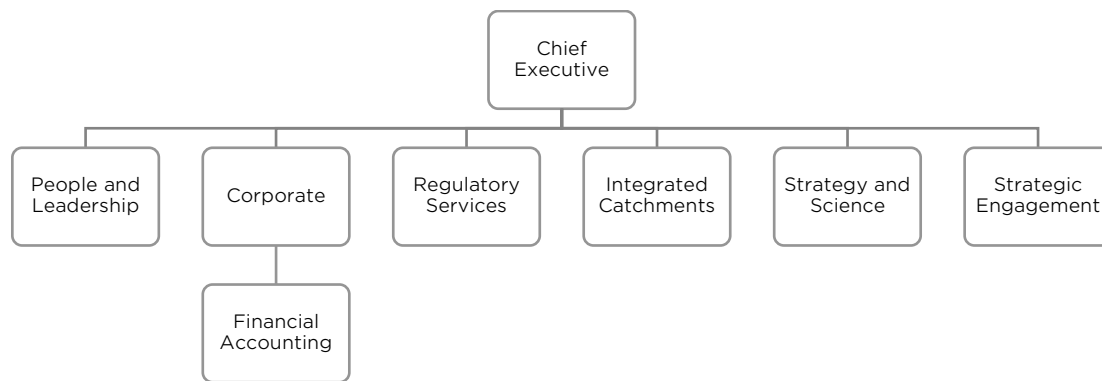


Job title	Assistant Accountant
Group	Corporate
Section	Financial Accounting
Responsible to	Financial Accounting Team Lead
Responsibility for employees	None
Date	June 2024

## Our organisation

About us	Toi Moana Bay of Plenty Regional Council's work guides and supports the sustainable development of the Bay of Plenty. We are responsible for land, air and water, as well as public transport and economic development. We want to make sure our region grows and develops in a way that keeps its values safe for future generations.
Our vision	Our vision of "Thriving together - mō te taiao, mō ngā tangata" means we want to ensure that both the environment and the people in the region thrive. Looking after the environment is at the heart of what we do.
Our values	Our values reflect who we are and what is important to us: Trust, Integrity, Courage, Manaakitanga, Kotahitanga, Whanaungatanga (see attached).
Our leadership model	Te Pae Rangatira, means 'The Model of Leadership'. In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Leadership at Toi Moana is guided by four pou whirinaki (pillars of guidance), these are: Care, Collaborate, Navigate and Balance (see attached).
Our community outcomes	Our community outcomes describe what we're working towards achieving for the Bay of Plenty: He taiao ora - a healthy environment, Te mana o te wai - freshwater for life, Kia haumarū, kia pakari te hapori - safe and resilient communities, and Toitū to rohe - a vibrant region. Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.
Partnerships with Māori and Te Tiriti o Waitangi	The Treaty principles and the partnership upon which it is founded are an established part of our local government framework. As Treaty partners, Māori hold a unique role in shaping and contributing to regional leadership and direction. It is the collective responsibility of Toi Moana staff to uphold the principles and spirit of the Treaty.

## Our team



## Job purpose

Toi Moana Bay of Plenty Regional Council (BOPRC) is committed to its’ vision of thriving together through the delivery of strong community outcomes. It is our people and their commitment to first class leadership and high performing teams which will ensure this delivery.

This role is part of a team that provides for the Council’s financial accounting, management reporting, rating, and advisory functions.

The key purpose of the role is to carry out financial accounting functions which includes financial analysis and preparation of financial reports.

## Functional relationships

External	Purpose and frequency of contact	
<ul style="list-style-type: none"> <li>Auditors</li> </ul>	<ul style="list-style-type: none"> <li>Provide information</li> </ul>	Bi-annually

Internal	Purpose and frequency of contact	
<ul style="list-style-type: none"> <li>Staff at all levels in the organisation</li> </ul>	<ul style="list-style-type: none"> <li>Advice, information, process support</li> </ul>	Regularly

## Key result areas

The job encompasses the following major functions or key result areas:

- Financial accounting reporting and analysis
- General duties
- Stakeholder engagement and relationship management
- Corporate contribution

## Key accountabilities

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

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
<b>1. Financial accounting reporting and analysis</b>	

<b>Key accountabilities</b> (You are responsible for)	<b>Key accountability measures</b> (You will be successful when)
<ul style="list-style-type: none"> <li>• Assist the Financial Accounting Team Lead, Senior Financial Accountant and Financial Accountant in the preparation of financial information.</li> <li>• Maintain the fixed asset register and liaise with project managers for capitalisation and write off of assets.</li> <li>• Provision of financial information and advice.</li> <li>• Preparation and reconciliation of financial information.</li> <li>• Participate in the month-end financial procedures including: preparation of month end journal, cost allocations and account reconciliations.</li> <li>• Reconcile and maintain the general and subsidiary ledgers, and the preparation of journals.</li> <li>• Develop innovative reporting and accounting solutions to meet the needs within council.</li> <li>• Prepare tax returns to Inland Revenue</li> </ul>	<ul style="list-style-type: none"> <li>• All accounts work complies with internal policy and statutory requirements.</li> <li>• All accounting procedures are run in an efficient and timely manner.</li> <li>• Advice and reports are based on sound research and analysis and are provided in a timely and professional manner.</li> <li>• Ensure all statutory returns are accurate and filed on time.</li> </ul>
<b>2. General Duties</b>	
<ul style="list-style-type: none"> <li>• Check financial data as part of the internal peer review, audit and control procedures.</li> <li>• Carry out staff inductions relating to the Group’s financial systems and processes.</li> <li>• Maintaining close working relationships with internal and external contacts as appropriate.</li> <li>• Provide backup support for other Finance Team staff in their absence as directed by the Financial Accounting Team Lead.</li> <li>• Undertake any other relevant duties as directed by the Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective, professional relationships are developed and maintained with internal and external contacts.</li> <li>• Any additional duties completed to appropriate standards.</li> </ul>
<b>3. Stakeholder engagement and relationship management</b>	
<ul style="list-style-type: none"> <li>• Establish and maintain close working relationships with internal and external contacts</li> </ul>	<ul style="list-style-type: none"> <li>• Effective, professional relationships and partnerships are developed and maintained with internal and external contacts.</li> </ul>
<b>4. Corporate contribution</b>	
<ul style="list-style-type: none"> <li>• Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems.</li> <li>• Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015.</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>• Participate in any wellness programmes, such as stress management training and health monitoring.</li> </ul>

<b>Key accountabilities</b> (You are responsible for)	<b>Key accountability measures</b> (You will be successful when)
<ul style="list-style-type: none"> <li>• Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard.</li> <li>• Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management.</li> <li>• Meet Council's statutory responsibilities to Māori</li> <li>• Ensures the finance team is maintaining the best use of its TechnologyOne software.</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>• Participate 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 Bay of Plenty Regional Council's responsibilities for civil defence and emergency management.</li> <li>• Participate in Treaty of Waitangi Training and Maturanga Māori learning and development</li> </ul>

## Delegations

Delegations as set out in the Chief Executives Delegations Manual.

## Freedom to act

Guidelines and support available to assist the jobholder to make decisions:

- Standard operating procedures/guidelines.
- Sensitive expenditure policies.
- Procurement framework.
- Finance Leadership Team, including CFO.

## Work complexity

Most challenging duties typically undertaken:

- Maintaining a high level of general accounting and financial systems knowledge to ensure continual development and improvement of accounting and accounting systems, and compliance with statutory requirements.
- Meet tight deadlines and manage the quality, accuracy and timeliness of output.

## Person specification

<b>Minimum academic qualifications required:</b>	
<b>Essential</b>	<b>Desirable</b> (for recruitment purposes only)
<ul style="list-style-type: none"> <li>• Relevant New Zealand business diploma.</li> </ul>	Click here to enter text.

<ul style="list-style-type: none"> <li>• Current membership, provisional membership, or proof of working towards membership of the Chartered Accountants Australia and New Zealand (CAANZ), or equivalent.</li> <li>• A valid driver’s licence required*<sup>1</sup></li> </ul>	
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<b>Knowledge / experience</b> (indicate years of experience required as appropriate)	
<b>Essential</b>	<b>Desirable</b> (for recruitment purposes only)
<ul style="list-style-type: none"> <li>• At least 3 years’ experience working within a financial environment</li> <li>• Well-developed practical experience in a general accounting function such as working with variance analysis, and statutory reporting.</li> <li>• Ability to demonstrate comprehensive accounting knowledge and an understanding of subsidiary ledgers.</li> </ul>	<ul style="list-style-type: none"> <li>• Local Government financial processes and procedures,</li> </ul>

## Key skills / job specific competencies

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

Advanced knowledge	<ul style="list-style-type: none"> <li>• Accounting practices and processes.</li> <li>• Computer based work including spreadsheet, database and data management skills.</li> <li>• Take ownership for personal learning and development</li> <li>• Able to achieve health, safety and wellbeing goals</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Complex financial systems</li> <li>• Strong mathematical and problem-solving ability</li> <li>• Computer software including financial software</li> <li>• Ability to manage large volumes of finance function work within tight deadlines and under pressure</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Awareness of community wellbeing in the Bay of Plenty - cultural, social, economic, environmental, and political</li> </ul>

## Personal attributes / key behaviours

- High level of professionalism, motivation, and enthusiasm
- Ability to multitask and prioritise to meet deadlines.
- Strong mathematical ability.
- Sound judgement and initiative.
- Excellent communication and customer service skills.
- Strong Analytical skills.

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<sup>1</sup> Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver’s Licence may be waived if applicant has a driving-related disability.

- Integrity and the ability to maintain confidentiality.
- Ability for problem solving and to think outside the square.

### Other requirements

- May require frequent travel within or outside Bay of Plenty region.
- Occasionally required to work outside normal hours.

### Change to job description

From time to time it may be necessary to consider changes in the job 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 job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning.

#### Approved:

\_\_\_\_\_

Manager

\_\_\_\_\_

Date

#### Discussed with job holder:

\_\_\_\_\_

Employee

\_\_\_\_\_

Date

# Our Vision

Thriving together - mō te taiao, mō ngā tāngata

*mō te taiao, mō ngā tāngata translates to "for the environment, for the people"*

# Our Values

## **A tatou haerenga - our journey**

Our values reflect who we are and what is important to us.

Te Pumanawa 'the beating heart of the organisation'.

Our organisational values have been woven together following input from staff across the organisation, now it's up to each of us to bring these values to life in the work that we do every day.

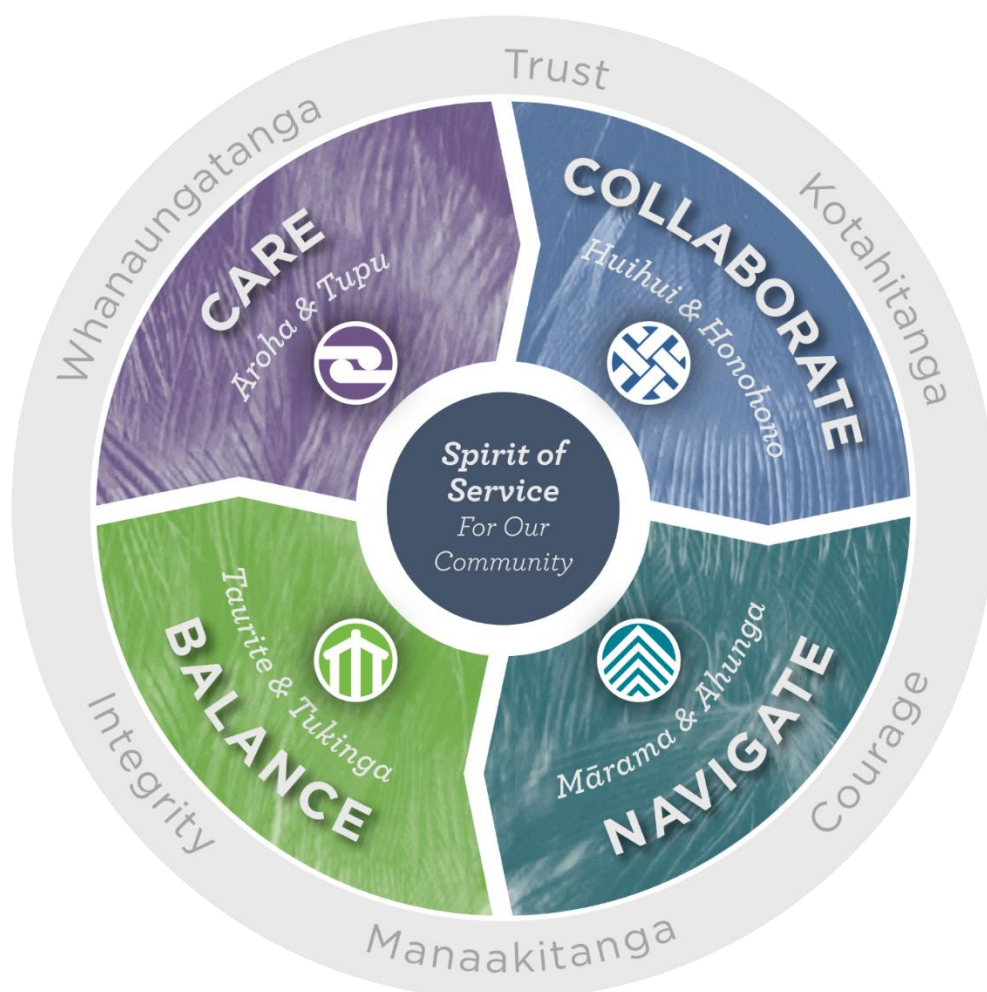
<b>TRUST</b>	<b>INTEGRITY</b>	<b>COURAGE</b>
We trust each other and work to build trust	We do what we say we will do  We act with purpose to achieve results	We act boldly to lead and do the right thing for our region
<b>MANAAKITANGA</b>	<b>KOTAHITANGA</b>	<b>WHANAUNGATANGA</b>
<p><b>Mana</b></p> <ul style="list-style-type: none"> <li>▪ Leadership</li> <li>▪ Having strength and courage</li> <li>▪ Being a positive influence</li> <li>▪ Being proud and courageous</li> <li>▪ Professionalism</li> </ul> <p><b>Manaakitanga</b></p> <ul style="list-style-type: none"> <li>▪ Trust and respect</li> <li>▪ Reciprocity (sharing)</li> <li>▪ Nurture/support</li> </ul> <p>Mana has many meanings such as integrity, charisma and prestige.</p> <p>Manaaki means 'to nurture and support and help each other grow'. When you add the 'tanga' the word is enhanced.</p>	<ul style="list-style-type: none"> <li>▪ Unity</li> <li>▪ Strong emphasis on collaboration</li> <li>▪ Being inclusive</li> <li>▪ Nurturing a positive team spirit</li> <li>▪ Sense of ownership</li> </ul> <p>Kotahi means 'as one'. Adding the 'tanga' accentuates the word, giving it a wider meaning, bringing us together - 'strength in unity'.</p>	<ul style="list-style-type: none"> <li>▪ Strong focus on relationships.</li> <li>▪ Having fun and being happy</li> <li>▪ Socialising, including the importance of friends</li> <li>▪ Supporting each other</li> </ul> <p>Whānau means family. Adding the 'tanga' extends the word to a wider whānau context. It has a very strong focus on relationship within the organisation.</p>

# Te Pae Rangatira

## Our Leadership Model

In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Our model, known as Te Pae Rangatira, means 'The Model of Leadership'.

At Toi Moana, we believe that to achieve great outcomes for our community we must enable our people to thrive together - connected and consistent leadership is a key success factor. Our leadership model has been co-designed with our people to create a shared understanding of what great leadership looks like at Toi Moana.



### He aha te rangatira? Who is a leader at Toi Moana?

**Everyone at Toi Moana has the opportunity to display leadership qualities.**

Whether you're in a people leader role, working with our community, or supporting your colleagues, Te Pae Rangatira defines the capabilities that support us all to raranga (weave) a tira (group of people) together to enable great outcomes.



## Ngā Pou Whirinaki The Pillars of Guidance



### CARE

#### Aroha & Tupu Love & Growth

**Ka manaaki tātou i a tātou ki te aroha, ki te manawaroa, kia tupu, kia rea.**

We care for ourselves and others with empathy, resilience and growth mind-sets.

**Whakaaronui**

Empathise

**Whakawhanake i a koe ake**

Develop self

**Kia kaha, haere tonu**

Embrace resilience

**Kia tupu te whakaaro**

Have a growth mind-set

**Āwhinatia ngā tāngata kē**

Enable others



### COLLABORATE

#### Huihui & Honohono Come Together & Connect

**Ka whakakotahi tātou i a tātou, kia hono ai wō tātou rourou, e ora ai te iwi.**

We are curious, connected and inclusive of all.

**Mahi tahi**

Work as one

**Whakakotahi**

Be inclusive

**Whakawātea**

Create safe spaces

**Kia tupu te pā harakeke**

Grow relationships and networks

**Whāia tā te rōpū e whai ana**

Facilitate shared goals



### NAVIGATE

#### Mārama & Ahunga Understanding & Direction

**Ka arahi tātou i a tātou, kia mārama ai ki ngā āhuatanga hai arotau mā tātou, e ahu whakamua ai tātou.**

We are clear on our purpose, adaptable and navigate the way forward.

**Kia Mārama**

Create clarity of purpose

**Aro whānui**

Scan the horizon

**Āta whai**

Zoom out and in

**Kia āhua rerekē**

Be adaptable

**Kia whai whakaaro ki te ao tōrangapū**

Have political perspective



### BALANCE

#### Taurite & Tukinga Balance & Impact

**Ka whakarite tātou i a tātou, kia taurite ai ngā mahi, mo te tukinga nui tonu.**

We balance what we do, how we do it and when we do it for maximum impact.

**Whāia ngā hua**

Focus on outcomes

**Āta whakariterite**

Plan and organise

**Āta whakaraupapa, ka whai rauemi**

Prioritise and resource

**Āta whakatau**

Make decisions

**Mo te tukinga nui tonu**

Deliver for success