

Job Description

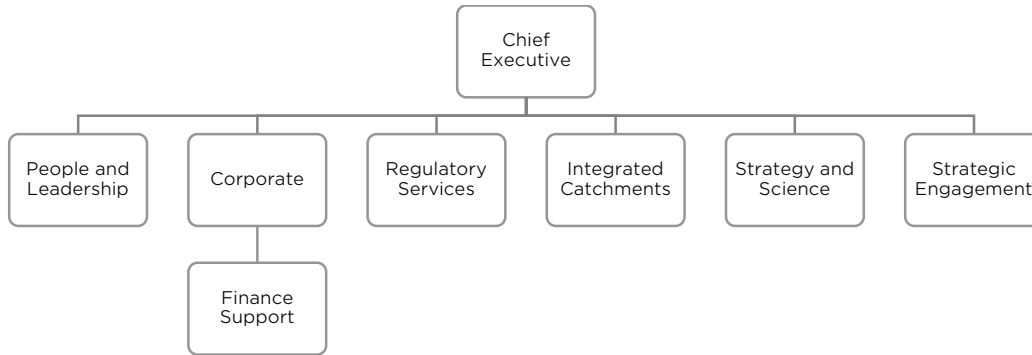


Job title	Management Accountant
Group	Corporate
Section	Finance Support
Responsible to	Finance Support Team Lead
Responsibility for employees	None
Date	February 2026

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.
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.
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.
Our community outcomes	<p>Our community outcomes describe what we're working towards achieving for the Bay of Plenty:</p> <ul style="list-style-type: none"> ○ He taiao ora - a healthy environment, ○ He hāpori mata-hī awatea - future ready communities, ○ Ngā hāpori e honoa ana, e whakamanatia ana hoki - Connected and enabled communities, ○ He whanaketanga mauri tū roa - Sustainable development, ○ Te Ara Poutama - The Pursuit of Excellence. <p>Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.</p>

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 job is part of a team that provides for the Council's day to day accounting and management reporting functions.

Functional relationships

External	Purpose and frequency of contact	
<ul style="list-style-type: none">Government and Crown Agencies	<ul style="list-style-type: none">This role involves a high degree of involvement with Government and Crown agencies – answering queries and collating information	Frequency
<ul style="list-style-type: none">Peer and senior staff of other authorities/organisations	<ul style="list-style-type: none">Liaise with other local authorities as needed	Frequency
<ul style="list-style-type: none">Auditors	<ul style="list-style-type: none">Liaise with audit as needed	Frequency

Internal	Purpose and frequency of contact	
<ul style="list-style-type: none">Budget Managers, Programme Coordinators, General Managers and the Chief Executive	<ul style="list-style-type: none">Each day this role provides financial and general advice to a wide variety of staff answering queries and providing them with financial information on which they can make sound decisions	Frequency
<ul style="list-style-type: none">Staff at all levels within the organisation	<ul style="list-style-type: none">	Frequency

Key result areas

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

- Financial systems and management reporting
- General duties
- 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)
1. Financial systems and management reporting	
<ul style="list-style-type: none"> • Perform the Management Reporting function. • Preparation and maintenance of the day-to-day accounting functions. • Provision of financial advice and reports for use in decision making (including Council and Management reports). • Participate in the preparation and distribution of the Annual Report, Annual Plan and the Long Term Plan. • Ensure that internal procedures and statutory financial requirements are met. • Carry out checks of financial data as part of the internal peer review and control procedures. 	<ul style="list-style-type: none"> • Council's Management Accounting function complies with internal policy and fulfils legislative requirements. • Advice and reports are based on sound research and analysis, and are provided in a timely and professional manner. • All accounting procedures are run in an efficient and timely manner.
2. General duties	
<ul style="list-style-type: none"> • Undertaking special project based or any other relevant duties as directed by the Senior Management Accountant or the Financial Controller. • Maintaining close working relationships with internal and external contacts. • Provide backup support for other Finance staff in their absence as directed by the Team Lead or the Manager. 	<ul style="list-style-type: none"> • Council's Management Accounting function complies with internal policy and fulfils legislative requirements. • Advice and reports are based on sound research and analysis, and are provided in a timely and professional manner. • All accounting procedures are run in an efficient and timely manner.
3. Relationship management	
<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external contacts including Local Authorities, ratepayers, landowners, suppliers, consultants, and contractors. 	<ul style="list-style-type: none"> • Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. • Professional image is conveyed in public forums.
4. Corporate contribution	
<ul style="list-style-type: none"> • Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems. • Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015. 	<ul style="list-style-type: none"> • Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. • Hazards are identified and all incidents and accidents are reported. • Participate in any wellness programmes Council records are created and maintained in corporate information

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
<ul style="list-style-type: none"> Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard. Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management. 	<ul style="list-style-type: none"> systems, meeting specified information management standards. 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.

Delegations

Delegations as set out in the Chief Executives Delegations Manual.

Freedom to act

Guidelines and support available to assist the job holder to make decisions e.g. policy documents, standard procedures, reference to senior employees.

- N/A.

Work complexity

Most challenging duties typically undertaken:

- Maintaining a high level of management accounting knowledge to ensure continual improvement and compliance with statutory requirements.
- Provide reliable management reports and advice on a timely basis.

Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> A relevant tertiary qualification at bachelor level or equivalent relevant experience A valid driver's licence required*¹ 	<ul style="list-style-type: none">

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> A minimum of five years accounting experience Able to demonstrate a comprehensive accounting knowledge and an understanding of subsidiary ledgers Highly developed Excel, Word and database skills <p>Experience using integrated financial systems</p>	<ul style="list-style-type: none"> Experience within a local authority

¹ 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.

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">• A high level of financial and management accounting, and systems knowledge
Working knowledge	<ul style="list-style-type: none">• Strong mathematical and problem solving ability• Computer software including financial software
Awareness	<ul style="list-style-type: none">• Community, cultural and political awareness

Personal attributes / key behaviours

- Sound judgement and initiative.
- Integrity and the ability to maintain confidentiality.
- High level of professionalism.
- Ability to work well in a team or independently.
- Ability to multi-task and prioritise to ensure deadlines are met.
- Excellent communication and customer services skills.
- Excellent problem solving and analytical skills.
- Excellent organisational skills.

Other requirements

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