



Mahi Tahī

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

#arohatōmahi

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

Manaakitanga

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana – leaving a legacy which future generations will embrace.

Details

JOB TITLE	Assistant Accountant
REPORTS TO	Financial Controller
GROUP	Organisation Performance
DIRECT REPORTS	Nil
FINANCIAL DELEGATIONS	TBC
WARRANTS REQUIRED	Nil
GRADE	13

He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana
With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.

Purpose

The role supports the Senior Finance Business Partner, Senior Financial Accountant, and Financial Services Manager in carrying out key bookkeeping and accounting tasks. Responsibilities include reconciliations, tax returns, tax reports, tax audits, journal entries, financial reporting, and associated audits.

Working closely with the Finance team, this position assists in delivering key financial outputs, including the Annual Report, Annual Plan/Long-Term Plan, and other reporting requirements.

This is more than just a financial management role—it's an opportunity to go beyond the numbers and make a proactive, positive impact within the Group by driving **best practices**. The role offers significant potential for career development and advancement, with opportunities for support in obtaining CA or AT qualifications through Chartered Accountants Australia and New Zealand.



Skills, Knowledge and Experience

Experience	<p>At least 2 years consistent working experience in an accounting related position in multidisciplinary environment.</p> <p>An in-depth understanding of taxation rules, Accounting Standards, financial reporting and performance monitoring processes in local government.</p> <p>Proven experience in Annual Report preparation and audit process.</p> <p>Critically analyses and evaluates information in a logical way when solving complex problems.</p> <p>Demonstrated experience in financial accounting, taxation, analysis and modelling, working comfortably in finance systems and models.</p> <p>Capable of interpreting numerical information and using this to aid in problem solving.</p> <p>Prefers using numbers and hard data when solving problems.</p> <p>Demonstrates a strong focus on high performance and personal achievement. Goes above and beyond to exceed expectations.</p> <p>Generates and implements new and innovative solutions, ideas, and approaches to problems. Anticipate issues before they arise.</p> <p>Weighs up options and implications, identifies strategies, and plans, and is comfortable with managed risks.</p>
KNOWLEDGE	<p>Demonstrated proficiency with systems experience in one or more accounting software systems, particularly planning and budgeting systems and contemporary reporting tools (e.g. business warehouse, OLAP tools, etc.)</p> <p>Sound knowledge of local government procedures, protocol and policies, Local Government Act and other relevant legislation to local government, and Accounting Standards.</p>
SKILLS	<p>Ability to analyse and establish new policies and procedures</p> <p>Excellent computer skills in the Microsoft Windows environment, knowledge of Excel is a must.</p> <p>The ability to work with other finance professionals in the team to deliver quality financial services in a dynamic, high performance and evolving environment.</p>
ACHIEVEMENT	<p>Ideally working towards Chartered Accountant with CAANZ and has Bachelor degree in Accounting or relevant experience</p> <p>Demonstrates a strong focus on high performance standards and personal achievement.</p> <p>Goes above and beyond to exceed expectations. Displays initiative and is personally driven by successfully completing tasks.</p>
Relationships	<p>Ability to build strong working relationships and become a trusted support person and colleague.</p>
Integrity	<p>High level of professionalism and confidentiality. Ability to appropriately manage sensitive information Builds trust through actions</p>
COMMUNICATION	<p>Communicates in a clear, confident and articulate manner. Is able to adapt communication style to meet the needs of the audience. Is effective at influencing others. Is able to communicate in a way that builds trust and positive relationships.</p> <p>Excellent communications skills both oral and written, including ability to assist in writing concise and accurate reports to Executive Leadership Team and to Council.</p> <p>Should have an advanced knowledge on the principles of customer care and service, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.</p> <p>Presentation and communication skills with knowledge of sound ways to inform</p>



	audiences (individuals or groups) through written oral and visual media. Remains calm, composed, and optimistic in stressful or high pressure situations.
IMPLEMENTATION	<p>Is confident making judgements based on the information available, even if it is not complete or the situation is ambiguous.</p> <p>Excellent prioritisation skills to spend time on critical tasks and ability to escalate or eliminate roadblocks as they arise in order to create focus for self and team to deliver tasks with a high level of accuracy and professionalism.</p> <p>An understanding of the Treaty of Waitangi and its application for Council. Is reliable, detail-focused and meticulous within a fast-paced environment. Follows through on plans to ensure they are carried out accordingly.</p>
STRATEGIC AGILITY	Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies and manages risks.
SELF-INSIGHT	<p>Perceives and manages emotions in self and others. Relates well to others, with strong interpersonal skills.</p> <p>Ability to give and receive constructive feedback. Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.</p>
RESILIENCE	Remains calm, composed, and optimistic in stressful or high pressure situations.
TEAMWORK	<p>Drives progress and action in their work.</p> <p>Supports and collaborates with team members to achieve targets and strives to get the best out of others. Is resourceful with a can-do attitude.</p>
GROWTH MINDSET	Future orientated and has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts and jargon.





**You
Matter**

Health, Safety & Wellbeing

Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.

Leadership and Influence

Live our Values and focus on the Moments that Matter. Supporting your colleagues and empowering and inspiring growth and development across the organisation.

Change Leadership

Be an advocate for and a driver of change. Be a Future builder, help others across the organisation navigate the future.



**Partnerships
Matter**

Te Tiriti o Waitangi

Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work ensuring HDC projects are delivered in a culturally sensitive way.

Community and Customer Focus

Champion community engagement having a strong focus on meeting quality standards for services and evaluation of customer outcomes and satisfaction.

Identify and engage with communities and community groups to encourage involvement in the development of community initiatives and programmes.

Relationship Management

Build networks and develop meaningful relationships with stakeholders both internally and outside Council.



**Performance
Matters**

Personal Development

Live the values of council and take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future roles.

Risk Management

Effectively identify and manage risks, take actions to resolve and/or escalate issues to contribute to the maintenance of the risk management framework.

Continuous Improvement

Identify continuous improvement practices to support the implementation and delivery of council's outcomes.

Customer Centric

Maintain a customer centric focus, ensure services are delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders.

Prioritise and assist in business improvement initiatives in relation to the Financial Accounting function in consultation with Financial Controller, Business Unit Managers and Council wide stakeholders.



**Work
Matters**

Financial Reporting, compliance and reconciliations

Responsible for the general ledger including preparation of the monthly balance sheet and bank reconciliations, monthly journal entries, and associated bookkeeping/accounting tasks.

Resolve and pursue all outstanding items from reconciliations with the support of leaders. Make recommendations to Senior Financial Accountant of persistent errors.

Assist the Senior Financial Accountant in the production of Financial statements and reporting including Organisation Performance report, Annual Report and other reporting to Executive Leadership Team, Senior Leadership Cohort, and the Council to ensure that the Council's responsibility to report accurate, complete and well written external financial information is fulfilled and the Council's reputation for financial transparency is enhanced. This includes financial management for associated and subsidiary entities.

Assist the Finance Business Analysts in liaising with asset managers to maintain accurate insurance schedules.

Assist in asset revaluation process performing quality assurance and due diligence on asset schedules and Asset note in the Annual Report.

Assist in capitalisation and treatment of Opex vs Capex transactions working closely with asset managers and Finance Business Analyst – Asset Management

Cashflow and Treasury

Assist the Senior Financial Accountant in cashflow forecast and monthly performance analysis working closely with others in the Finance team, and budget managers, to provide advice to Financial Controller on borrowing requirements.

Liaise with Council's treasury advisor on borrowing structure and monitor compliance with Council's Treasury/Liability Management policy.

Assist Financial Controller in treasury functions including treasury reporting, interest forecast, and associated treasury transactions, liaising with Local Government Funding Agency (LGFA) and Council's banks.

Responsible for maintaining information in the treasury register software

Act as a bank signatory and authorise as required

Tax and Audit compliance

Responsible for the preparation of all council tax returns including, as required, subsidiary and associated entities, and ensure they are filed in a timely manner with support from the Senior Financial Accountant



Champion and build commitment for improvements to financial processes, policies and systems.

Council Contribution

Actively and positively participate as a member of the Organisation Performance Group and perform all reasonable duties as needed.

Be a positive culture contributor.

Participate in Emergency Management activities.

Assist in reviewing and approving bad debts, credits, refunds and transfers (up to \$5k)

Implement agreed audit plan that achieves production of the Annual Report in a timely fashion.

Be responsible for the management and implementation of actions to address any matters raised by auditors within the timeframes agreed with the auditor and the associated reporting.

Maintain the Council's compliance with its tax obligations and tax reporting at all times to ensure that the Council's obligations are fulfilled and the Council's reputation for financial transparency is enhanced.

Assist in the smooth running of Council's internal and external audit processes to ensure that the Council obtains the maximum value from the audit processes in terms of ensuring that the audit processes managed efficiently and effectively.

Assist the system accountant in the development of processes and techniques to automate the production of external financial information from HDC's financial systems such that manual intervention is minimised

Provide tax advice as/when required.

Business Partnering

Assist in providing regular financial reporting, variance analysis, information gathering, and implementation of recommendations as requested for various financial accounts including monthly accounts and projects to Executive Leadership team and Senior Leadership Cohort, ensuring that information and advice supplied by the Business Partnering team contributes to high quality, value-added services that are accurate, verified and timely for immediate decisions and future strategic decisions.

Build and maintain highly effective relationships and lines of communication with Finance Business Analysts and Council Budget managers.

Assist with the budget preparation process for the Long Term Plan and Annual Plan, working alongside the Senior Finance Business Partner and Strategic Planning team.



Alignment with our community outcomes



We uphold Te Tiriti o Waitangi and its principles and recognise the role of Mana Whenua as kaitiaki of their rohe. We support them to maintain and enhance tikanga with their ancestral lands and waterways, wāhi tapu and other taonga, and build mutually respectful partnerships with tangata whenua, supporting whanau, marae, hapū and iwi in achieving their aspirations.



We contribute to improving our natural environment for current and future generations to enjoy, and protect the important natural features in our district.

We ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.



We provide efficient, reliable and affordable infrastructure, developing and maintaining facilities and infrastructure to meet the needs of current and future generations. Our community facilities and infrastructure are resilient, helping us to respond to climate change and natural hazards, working with partners to develop infrastructure that enables growth.



We are business friendly, supporting diversity and resilience in our local economy and work with others to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



We value the diversity of our people, and how our district's heritage shapes our community's sense of identity and pride.

We provide infrastructure, services, facilities and places to build resilient and connected communities where people of all ages and backgrounds feel included and safe. We are building collaborative relationships with service providers to enable all people to live positive and healthy lifestyles, encouraging our people to participate in local decision making.

