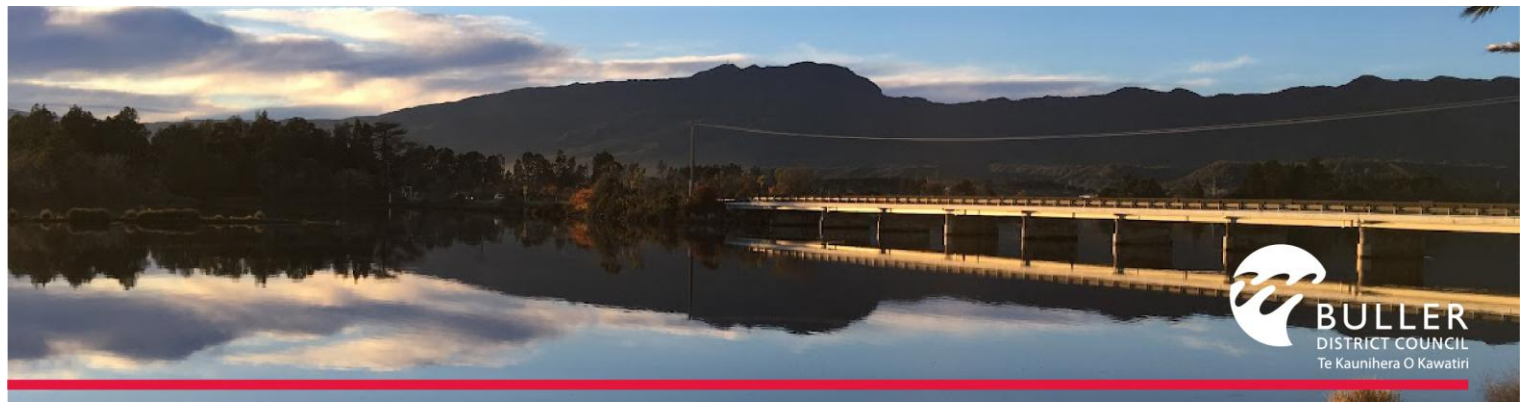




## Position Description – Management Accountant

**The position reports to:** Manager Finance

**Grade:** 17

**Hours of work:** 40 hours per week, Monday – Friday

Some work outside normal hours or travel outside the district may be required from time to time, in line with Council policy and the employment agreement

Position purpose: The Management Accountant supports Council's financial management, reporting, budgeting, forecasting, project accounting and capital accounting for allocated activities. The role works closely with managers to understand business activity, investigate accounting issues, provide practical financial advice and complete financial work accurately and on time.

### The Key areas of responsibility include:

#### Management Accounting and Business Partnering

- Prepare monthly management reports on time, with clear variance of comments and explanations for budget managers and senior management.
- Work with Council activity areas to help them understand their financial results, manage budgets and agree to any actions needed.
- Monitor revenue and expenditure against budgets and forecasts, and highlight under/overspends, timing differences and new risks.
- Complete monthly true ups for cost centres and activities, including capital projects and infrastructure information.
- Provide clear financial advice that suits the audience, and question assumptions about where information appears incomplete or inconsistent.
- Manage allocated departmental and activity portfolios, including budgets, funding arrangements, accounting treatment, projects and financial risks.

|                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Financial Accounting, Reconciliations and Month-End</b> | <ul style="list-style-type: none"> <li>• Complete allocated month-end and year-end accounting tasks, including journals, accruals, provisions, reconciliations, reclassifications and any other adjustments.</li> <li>• Prepare reconciliations and supporting schedules, check variances and follow unresolved items.</li> <li>• Apply the correct accounting treatment for transactions and balances, for all areas of the financial statements.</li> <li>• Keep clear support for journals and adjustments, including the reason for the entry, evidence and approvals.</li> <li>• Identify errors or unusual transactions, investigate the underlying cause and correct them promptly</li> <li>• Ensure accounting records and supporting schedules agree with the general ledger and source systems.</li> </ul>                                         |
| <b>Capital, Project and Infrastructure Accounting</b>      | <ul style="list-style-type: none"> <li>• Maintain sound accounting for Council capital projects, including project expenditure, funding, work in progress, transfers, capitalisation and completion.</li> <li>• Apply appropriate accounting treatment to capital expenditure, work in progress, project costs, completed assets and transfers, including related reporting and disclosure requirements.</li> <li>• Review capital and project accounting from transaction through to final asset recognition, ensuring the accounting treatment remains appropriate throughout the project lifecycle.</li> <li>• Investigate and resolve discrepancies between project records, general ledger, asset records and supporting documentation.</li> <li>• Maintain and reconcile WIP and capital listings, with clear support for movements between</li> </ul> |

|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                      | <p>operating expenditure, WIP and completed assets.</p> <ul style="list-style-type: none"> <li>• Work with Infrastructure and other activity areas to get project information, valuations, completion details and supporting documents needed.</li> <li>• Raise project accounting issues early, with a brief analysis and recommended treatment where the matter is material or needs judgement.</li> <li>• Prepare capital variance reporting and project accounting reports within agreed monthly and year-end timetables.</li> <li>• Manage external funding claims for allocated portfolios, including funding eligibility, supporting documentation, submission timeframes and follow-up of outstanding claims.</li> <li>• Reconcile funding received, expenditure incurred, claims submitted and outstanding balances and resolve discrepancies promptly.</li> </ul> |
| <b>Annual Report, Audit and Statutory Reporting</b>  | <ul style="list-style-type: none"> <li>• Prepare working papers for Annual Report, Annual Plan and Long-Term Plan, ensuring completion and support.</li> <li>• Prepare and review relevant accounting notes and disclosures, including supporting reconciliations and schedules.</li> <li>• Respond to audit requests within agreed timeframes and provide evidence that is clear and easy to follow.</li> <li>• Assist with statutory and regulatory financial returns, including Statistics New Zealand and tax.</li> </ul>                                                                                                                                                                                                                                                                                                                                               |
| <b>Budgeting, Forecasting and Financial Planning</b> | <ul style="list-style-type: none"> <li>• Contribute to Annual Plan and Long-Term Plan preparation, including budget modelling, assumptions, forecasts and supporting schedules.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                | <ul style="list-style-type: none"> <li>• Prepare allocated budget sections and check that inputs agree with approved structures and general ledger mappings.</li> <li>• Provide analysis of financial trends, risks and funding impacts to support planning and decision-making.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Financial Systems, Processes and Continuous Improvement</b> | <ul style="list-style-type: none"> <li>• Use Council financial systems and related tools effectively and maintain accurate accounting records.</li> <li>• Identify process gaps, recurring errors and opportunities to improve controls, reporting and efficiency.</li> <li>• Document recurring processes and procedures and update them when the process changes.</li> <li>• Identify manual work, system limitations, data quality issues and process weaknesses, and recommend practical improvements.</li> <li>• Develop and maintain robust Excel models, reporting tools and working papers that are accurate, transparent and able to be maintained by others.</li> </ul> |
| <b>Internal Controls, Compliance and Risk</b>                  | <ul style="list-style-type: none"> <li>• Follow Council policies, delegations, financial controls, legislation and accounting standards.</li> <li>• Undertake allocated internal control testing and follow up identified control weaknesses.</li> <li>• Identify financial, accounting, compliance and reporting risks and raise them promptly with the Manager Finance.</li> <li>• Complete work with the right segregation of duties, evidence, approvals and audit trail.</li> <li>• Support the Manager Finance in maintaining strong financial governance and sound accounting practices.</li> </ul>                                                                        |

---

**Work Management, Accountability and Professional Standards**

- Assess competing priorities and organise work accordingly, rather than relying on management to direct individual tasks.
  - Must be able to priorities, plan and manage own workload across competing priorities including BAU, management reporting and statutory reporting using agreed timetables and priorities. Raise delivery risks early with the impact and proposed options for reprioritization.
  - For unfamiliar or complex issues, research the matter using accounting standards, guidance, Council policies, system information and other relevant resources before seeking assistance. Be able to explain the issue, options considered and recommended treatment.
  - Recognise when an issue requires escalation due to materiality, judgement, risk or lack of available information.
  - Communicate clearly and respectfully. Raise concerns with the right context and in a constructive way.
  - Any other duties reasonably assigned by the Manager Finance.
- 

**Deliverables:**
**Big Picture**

- Delivers clear financial insight that supports sound Council decision-making.
  - Considers the wider financial impact of accounting, budgeting, funding, capital, asset and reporting matters.
  - Works with managers to identify risks, explain results and agree practical actions.
  - Takes ownership of financial work, ensuring issues are followed through and escalated where appropriate.
- 

**Performance**

- Achieves agreed performance goals, KPIs and role expectations.
  - Completes monthly, year-end, audit and planning deliverables to agreed timeframes.
  - Produces work that is accurate, complete, supported and easy to follow.
  - Identifies errors, discrepancies and recurring issues, and addresses them promptly.
  - Uses Council systems, tools and technology appropriately and effectively.
  - Complies with legislation, Council policies, delegations and financial controls.
  - Raises delivery risks early, with context and proposed options where appropriate.
  - Contributes to responsible use of Council resources and continuous improvement.
-

---

**People &  
Capability**

- Teamwork and collaboration: Works positively and constructively with others, contributing across teams and disciplines as required
- Communication and relationships: Communicates clearly, listens to others and builds effective, respectful relationships with colleagues, customers, Elected Members and other stakeholders.
- Accountability and organisation: Takes ownership of responsibilities, follows commitments through to completion and effectively manages competing priorities
- Problem solving and judgement: Works through information and options, identifies practical solutions and exercises sound judgement about when to act or escalate.
- Adaptability and initiative: Responds constructively to changing priorities and organisational requirements, demonstrating resourcefulness and seeking support when appropriate.
- Quality and attention to detail: Produces accurate, complete and consistent work, supported by appropriate evidence.
- Integrity and wellbeing: Acts honestly, fairly and professionally, and contributes to a physically and psychologically safe and healthy workplace.

---

**Requirements  
for all Staff**

- Buller district council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partners to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Buller District Council policies and processes.

**Emergency  
Management  
Requirements  
for all Council  
Staff**

- Buller District Council has a legislative responsibility to respond to adverse events within our communities. As such, any staff member may be required to assist the Emergency Management Team in responding to such an event. Family circumstances and BAU roles will be considered.

Required assistance may include:

- Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
- Respond to civil defence emergencies or adverse events wherever possible and if it is safe.
- Participate in any required Civil Defence exercises to maintain essential services.

**Key relationships**

| Internal                                                                                                                                                                                             | External                                                                                                                                                                                                                                                         | Committees/groups |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Senior Leadership Team</li> <li>• Group Manager Corporate Services</li> <li>• Manager Finance</li> <li>• Finance Team</li> </ul> | <ul style="list-style-type: none"> <li>• External audit providers</li> <li>• External advisers</li> <li>• Taxation consultants</li> <li>• Statistics New Zealand</li> <li>• Funding agencies</li> <li>• Suppliers and other stakeholders as required.</li> </ul> |                   |

## Skills and Experience

| Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Desirable                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Relevant university degree and accounting qualification</li> <li>• At least five years' relevant accounting experience, including management accounting, financial reporting, budgeting, forecasting and reconciliations.</li> <li>• Experience investigating accounting issues, applying accounting principles, resolving discrepancies and providing recommendations.</li> <li>• Ability to manage competing BAU, reporting, audit and project deadlines with limited day-to-day supervision.</li> <li>• Experience working with non-finance managers and translating financial information into practical advice.</li> </ul> | <ul style="list-style-type: none"> <li>• Local government financial management and reporting experience.</li> <li>• Experience supporting Annual Reports, Annual Plans, Long-Term Plans and external audit.</li> <li>• Experience with infrastructure, capital projects, grants and funding arrangements.</li> <li>• Experience improving financial systems, processes and controls.</li> </ul> |