



Position Description

Position Title: Finance Support Officer

Tenure/Hours: Fixed term 6 months, Full Time
8 hours per day, Monday to Friday
On call for emergency operations

Position Summary: The role of the Finance Support Officer position is to assist with analysis and processing duties within the finance team, including data entry. The role will provide backup for other members of the Finance Team and on project work as required



COUNCIL MISSION

In partnership with tangata whenua and our communities, we will innovate and collaborate to enable a range of opportunities for the Tararua District.

Mā te mahi tahi mātou o kaunihera ki ngā tangata whenua, ka auaha aheinga mō tātou katoa o te rohe o Tamaki-nui-a-Rua



DISTRICT VISION

Vibrant, connected communities where our land and waters are nurtured and our people flourish.

Mā te whenua, mā te waiora tatou e ora ai hei hapori ngangahau hei hapori honohono hoki.

What you will do

- Complete monthly reconciliations of suspense and balance sheet general ledger accounts, ensuring all reconciling items are investigated, and necessary corrections done in a timely manner
- Prepare documentation required for the on-charging of expenses as required, to enable the Finance & Revenue Administrator to raise invoices in a timely manner
- Provide assistance/back up to the Accounts Payable Officer
- Maintaining and updating the Asset Registers for operational and building assets
- Depreciation journals are processed monthly for both operational and infrastructure assets.
- Preparing monthly GST returns for Council, including closing month end creditor categories.
- Preparing half-yearly GST returns for Domain Boards.
- Completing FBT returns with support from the Finance Manager.
- Provide statistical data to Statistics NZ by completing their annual Local Authority Census and Business Register Update Survey
- Provide support to the treasury function by undertaking administrative and transactional responsibilities required, including:
 - Preparation of loan documentation, including financial debt instruments
 - Maintain Council's Hedgebook treasury management system to ensure information is up-to-date and accurate
- Processing of interest journals as required
- Maintain our positive relationships with our external treasury advisors and the LGFA
- Assist the Finance Manager with the insurance administration for Council
 - With guidance, ensure that the insurance schedule is complete, and the value insured for is correct.
 - Ensuring all insurance claims are communicated to the Council's insurance broker with the necessary claim forms.
 - Ensure the positive relationship with Council's insurance broker and the MWLASS insurance group is maintained
 - Assist to prepare and update the annual insurance schedules and forms within the required timeframe with updated insurance values.
 - Maintain an awareness of wider issues in relation to insurance, locally and globally
- Assist the Finance Team with the processing of standing journals.
- Assist the Finance Team with the preparation of the Annual Report, ensuring information within the document complies with relevant standards and is supported by accurate work-papers.
- Assist the Finance Team as required with the annual audit, and the annual interim audit.
- Assist other Finance Team members to smooth workloads.

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- Previous experience with an accounting software system.
- Proficiency in using Excel
- Ability to meet deadlines.
- Excellent inter-personal skills are essential with the ability to work with a wide range of stakeholders.
- Excellent administration skills, including attention to detail and accuracy with figures.
- Resourceful and able to work unsupervised
- Positive can-do attitude
- Willingness to learn in a collaborative team environment

Desired

In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- Accounting and/or Accounts Payable experience
- Proficiency in MS Office Suite

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

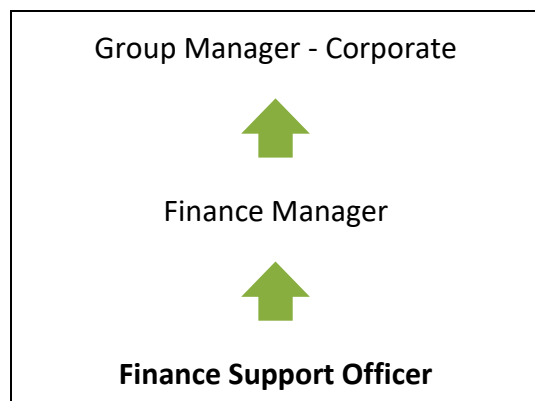
We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold the principles of Te Tiriti o Waitangi, commit to our partnerships with mana whenua and increase our knowledge of te ao Māori, te reo Māori and tikanga Māori
- Act as an ambassador for our Council, living the council values
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives

Your reporting lines



Additional Information

Delegations

Number of people reporting to the role	N/A
Financial delegation	N/A
Contract delegation	N/A
Statutory delegation	N/A

Role Acceptance

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 – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

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Approved: (Manager/Supervisor)

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Date:

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Agreed: (Staff Member)

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Date: