



**Tauranga**City

## Job description

<b>Title</b>	Specialist Financial Accountant
<b>Number</b>	101316
<b>Group</b>	CFO – Chief Financial Office
<b>Division</b>	Finance
<b>Reports to</b>	Team Leader: Financial Accounting and Compliance
<b>Direct reports</b>	N/A
<b>Date</b>	24/05/22

### Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to: -

- always modelling organisational values
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

### Job purpose

The primary purpose of this role is to prepare external financial reporting per legislative requirements including the annual report for Tauranga City and Group. This includes coordination of responses to audit requirements across the business and technical advice to TCC as well as implementation on accounting standards, internal financial practices and controls and system and process improvement.

### Key outcomes

<b>Coordination and preparation of key financial documents</b>	<ul style="list-style-type: none"><li>• Responsible for the timely, accurate and compliant preparation of half year financial statements for the, Annual Report and pre election reports.</li><li>• Coordination with internal and external stakeholders such as audit NZ, IRD, valuers and wider finance team to ensure accurate and consistent information throughout key financial reports.</li></ul>
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<b>Strong and trusted relationships are built with both internal and external stakeholders.</b>	<ul style="list-style-type: none"> <li>• External relationships in particular with Audit NZ and the IRD are professional and sustainable.</li> <li>• Internal relationships with Payroll, Accounts Payable, Transactional Processing and the wider Finance Team are collaborative and positive.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Provide expertise on existing and developing reporting standards and ensure Council's operations and reporting systems and processes remain compliant.</li> <li>• Compliance lead for evolving climate change reporting requirements</li> <li>• Review of internal processes and ensuring controls are compliant</li> <li>• Coordinate with wider organisation to ensure necessary audit recommendations are implemented</li> </ul>
<b>Provide technical advice, support, and insight</b>	<ul style="list-style-type: none"> <li>• Provide technical financial advice, support, and insights within the finance team and across the organisation.</li> </ul>
<b>Manage Council's Insurance contract (excluding claims)</b>	<ul style="list-style-type: none"> <li>• Manage the renewal of TCC insurance including extent and level of cover</li> <li>• Provide advice to the organisation in relation to the type and nature of contract insurance issues</li> </ul>

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

## Person specifications

<b>Essential</b>
<ul style="list-style-type: none"> <li>• An accounting or equivalent tertiary qualification and professional membership CA or CPA.</li> <li>• At least 10 years' financial accounting experience, at least 5 years of which in a medium to large corporate or public service environment.</li> <li>• Experience with preparing &amp; filling large indirect tax transactions including GST, PAYE &amp; FBT.</li> <li>• Experience working with external auditors</li> <li>• Ability to extract and manipulate large volumes of data and report appropriately.</li> <li>• Knowledge of financial reporting requirements especially regarding Audited Annual Report preparation.</li> <li>• A good working knowledge of IFRS Accounting Standards.</li> </ul>

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## Our values

### **Pono / Integrity**

We do what we say we will do

### **Manaakitanga / Respect**

We listen to all views and show we care

### **Whāia te tika / Service**

We do the right thing for our community  
and each other

### **Whanaungatanga / Collaboration**

We work together and create connections