



## Job description

<b>Title</b>	Senior Management Accountant
<b>Number</b>	7FI23F
<b>Group</b>	Chief Financial Office
<b>Division</b>	Finance
<b>Reports to</b>	Financial Insights and Reporting Manager; Finance Lead Projects Assurance
<b>Direct reports</b>	None
<b>Date</b>	28/07/2022

### Job holder commitment

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

- modelling organisational values at all times
- 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

This role combines responsibility for aspects of the finance team's corporate deliverables with advice and support to managers of selected council's activities. Working closely with teams across the organisation, it covers all areas of budgeting, management and financial reporting and general accounting advice. The role promotes robust and sustainable corporate planning, and accountability to those plans.

### Key outcomes

<b>Provide key financial management and advice to support sound decision-making.</b>	<ul style="list-style-type: none"><li>• Provide financial and business advice and support for selected activity managers, budget managers and project managers.</li><li>• Influence and advise managers of and within activities to ensure sound financial decisions and management within business activities business decisions.</li></ul>
<b>Financial analysis and control.</b>	<ul style="list-style-type: none"><li>• Undertake financial analysis of both operating and capital revenue and expenditure and business trends</li></ul>

	<p>to proactively support managers to identify risks, opportunities and options within their businesses.</p> <ul style="list-style-type: none"> <li>• To provide analysis corporate-wide to support finance leadership to ensure sound financial management</li> <li>• Establish and maintain sound processes and review of claims to central government for compliance and quality.</li> <li>• Provide information from the business to the management accounting team and systems accountant to ensure the reliability and performance of the general ledger, reports, forecasting, budgeting, and planning systems.</li> <li>• Promote understanding of financial principles and ensure compliance with accounting standards.</li> <li>• Provide additional or advanced training to clients as required.</li> </ul>
<p><b>Corporate planning coordination, analysis and review.</b></p>	<ul style="list-style-type: none"> <li>• Work with teams across the council to plan their activities across 10 years with consideration of financial sustainability, risk, opportunity, appropriate funding and value for money.</li> <li>• Ensure compliance with corporate planning processes and timeframes, including interfaces with other corporate planning policies and documents such as Revenue and Financing policy, Financial Strategy, User Fees and Charges schedule and Infrastructure Strategy.</li> <li>• Prepare and review Annual Report, Long-Term Plan and Annual Plan reports, tables, charts and graphs to auditable standard in order to: <ul style="list-style-type: none"> <li>– Review quality of underlying data</li> <li>– Support reports to Council for decision-making</li> <li>– Illustrate public documents such as consultation documents (and supporting underlying data), finalised Annual Report, Long-Term Plan and Annual Plan and applicable summaries.</li> </ul> </li> </ul>
<p><b>Develop and support financial reporting, systems and processes.</b></p>	<ul style="list-style-type: none"> <li>• Provide support in the implementation of new or upgraded financial systems and leadership within the business to assist the integration of new technology.</li> <li>• Develop and promote improved management reporting to the organisation using SAP and data warehouse utilising BI.</li> <li>• Compile, coordinate, review and assure quality of cross-council financial reporting supporting both regular and special purpose reports to Executive and Council.</li> </ul>

	<ul style="list-style-type: none"><li>• Review and develop business processes and systems to improve efficiency.</li></ul>
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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.

## Essential person specifications

- A degree in business, economics, finance, or accounting.
- Proven experience (5 years +) in the provision of management accounting services, including business advice, and improving business performance in a large central or local government or commercial environment.
- Experience in assisting in the implementation of new systems and the design of new processes.
- Proven experience in providing advice and reporting to management or governance.
- Experience with ERP and corporate planning systems and processes, and MS Office suite, particularly Excel to at least intermediate level.

# Here to make Tauranga better



WHANAKE TE TAI

## 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