



South Wairarapa District Council

Job Title – Finance Manager

Date	4 October 2018
Job Title	Finance Manager
Group	Corporate Support
Location	Martinborough Council Administration Building
Responsible to	Group Manager Corporate Support
Responsible for	Responsible for 3 roles
	Direct Reports Assistant Accountant (to be appointed) Accounts Payable and Payroll Officer Accounts, Records & Archives clerk
Hours/days of work	Monday to Friday, 40 hours per week
Salary range	\$71,000 to \$82,000

Job Purpose

The South Wairarapa District Council aims to be the “best little Council” in New Zealand.

Reporting to the Group Manager Corporate Support, the Finance Manager is supported by and provides direction to three team members. The Finance Manager is accountable for team performance and will:

- Delegate functions across team members
- Provide leadership and support to the Finance Team
- Manage the resources within the team to maximise the benefits for SWDC
- Ensure systems and processes are operating effectively and
- Clients receive information that is timely and accurate

A strong customer service focus is required within the Finance team to understand and respond to internal and external client needs.

While the preparation and/or review of month and year end financial accounts, annual budgets and management reporting are important components of the role, the Finance Manager will need to be able to manage the resources of the team to support other functions performed by the Finance Team. This coordination of resources within the Finance Team will maintain effective use of skills and resources during

periods when workload demands vary between the team members.

Key Relationships

External

Other Local Authorities
Solicitors
Auditors
Bankers
Local Government Funding Agency
Other council finance teams
Magiq support staff
General public
Ratepayers
Valuation service provider

Internal

Chief Executive
Senior Management Team
Council staff
Mayor and Councillors
Community Board members

Key Areas of Responsibility

Management accounting

- Monitor GL actual against budgets
- Oversee production and review management reports monthly
- Liaise with budget-holders re variances
- Refine/improve reporting processes

Budget development and financial reporting

- Manage budget process which feeds into Annual Plan and Long Term Plan
- Assist managers with budget development and project proposals
- Complete with year-end financial reconciliations and financial statements
- Assist with production of the Annual Report
- Liaising with Auditors regarding annual audits and LTP audits

Fixed assets

- Oversee maintenance of the fixed asset register.
- Prepare fixed asset and general ledger journals pertaining to fixed asset transactions.
- Oversee calculation of month end depreciation.
- Oversee reconciliation of fixed asset register to the general ledger.
- Oversee updates of fixed asset register for valuation purposes

GST, FBT and ACC

- Oversee preparation of GST and FBT returns according to requirements
- Respond to and resolve any IRD queries
- Oversee preparation of accruals for FBT and ACC

Accounts Payable

- Oversee the Accounts Payable function:
 - ensuring that all payments are made in a timely manner
 - ensuring that the general and creditors ledgers truly reflect the current

state of Council's accounts payable position.

Payroll

- Oversee the Payroll function:
 - ensuring that all wages and honorariums are paid in accordance with legislation and in a timely manner.
 - ensuring that all payments, i.e. PAYE, ACC, and Superannuation are processed by due dates.
 - ensuring that requested reports/ statistics are prepared as required.

Accounts receivable (water, dog, miscellaneous)

- Oversee the Accounts Receivable function:
 - ensuring that all bills are sent out in a timely manner
 - ensuring that the debtors ledgers truly reflect the current state of Council's accounts receivable position

Rating system

- Support for rates team members to ensure rates property database is accurate and up to date and rates are being applied per policies
- Oversee setting of rates/charges on system as per resolution
- Oversee rates instalment processes, including forms changes, advertising
- Ensure journals are processed accurately and in a timely manner
- Oversee collection of rates including arrears
- Escalation to Group Manager of rate recovery action if required
- Oversee set up of new levy codes, values and property details for subdivisions.

Online Banking System

- System administrator for online banking system
 - Super User and authorised contact online Banking
 - Process system changes as required

Other Duties

- Complete one off projects for the GMCS or CEO or other Group Managers as required.
- Contribute to LGOIMA request responses as required

Relationships

- Develop and maintain highly collaborative relationships with both internal and external customers to encourage collaborative teamwork in order to resolve issues.
- Ensure that the Corporate Support Group and Council are promoted in the best possible light at all times by providing a superior customer service focus.
- Ensure that any areas of potential risk are identified and elevated to the appropriate levels to be dealt with.
- Maintain and develop a network of relevant contacts to ensure that communication channels are kept open.
- Be proactive in ensuring development of a team orientated environment.

Working Collaboratively

- Work effectively as the leader but also a member of the Corporate Support Team. Empower other team members, effectively delegate and co-ordinate team activity.
- Operate collegially with other Corporate Support staff and provide backup support for one another to cover absences and changing workflow pressures.

Team Performance and Leadership

- Create a team environment that fosters and develops effective working relationships and high performance.
- Ensure communication channels with all Council staff are open and positive
- Ensure team members are managed effectively (in particular recruitment, performance management, and training and development) and in accordance with the Human Resources policies of the South Wairarapa District Council.
- Build strong and effective team capable of providing services of the highest quality.
- Monitor the performance and workloads of direct reports to ensure that objectives are met.

Corporate Contribution

- Participate as a member of the SWDC Management Team, making a full contribution to team and organisational initiatives
- Behave consistently with the SWDC Vision, Mission and Values
- Foster co-operation and aid communication between teams, units and groups
- Look for opportunities to improve systems, processes and work practices – both within your own position and the organisation as a whole.
- Assist the organisation's Emergency Management Unit in the event of a major disaster
- Adhere to Health and Safety policies and standards and encourage all other staff to do the same.
- Attend appropriate courses to maintain ongoing knowledge and training.

Council Image

- Take every opportunity to promote a positive image of SWDC and their activities.
- Represent the Corporate Support Group when appropriate at meetings.
- Provide information to customers and the general public as supplied.

The key areas of responsibility above reflect the environment as it exists currently. They are not an exhaustive list and it is recognised that they will be subject to variation. For example, the rates team and receptionist may at a future date report into the Finance Manager.

Person Specification

Qualifications and Experience

- Preferably CA qualified
- At least three years experience in an intermediate or senior accounting role, including staff management
- Sound knowledge of accounting principles and practices.
- Knowledge of financial management systems
- Proficient in the use of Microsoft Excel (intermediate level +).
- Good knowledge of indirect taxes (GST, Withholding Tax and FBT).
- Excellent analytical skills and proven management/financial accounting experience.
- Well-developed conflict resolutions and negotiation skills.
- Sound report writing skills.

Personal Capabilities

- Ability to work effectively, constructively and successfully as part of a team and with a wide range of people from diverse backgrounds and groups.
- Excellent communication skills.
- Methodical with attention to detail
- Willingness to see the job through
- Ability to work to deadlines and under pressure

Job Context

