



South Wairarapa District Council

Job Title – Assistant Accountant

Date	4 October 2018
Job Title	Assistant Accountant (0.5 FTE)
Group	Corporate Support
Location	Martinborough Council Administration Building
Responsible to	Finance Manager
Responsible for	No Direct Reports
Hours/days of work	Monday to Friday, 20 hours per week

Job Purpose

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

Reporting to the Finance Manager, the Assistant Accountant is a key support to the Finance Manager and rest of the Finance Team.

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

The preparation of balance sheet reconciliations, month and year end financial accounts, annual budgets and management reporting are important components of the role.

Key Relationships

External

Magiq support staff
Other Local Authorities
Solicitors
Real estate agents
Community Groups
Auditors
Bankers
Local Government Funding Agency (LGFA)
Ratepayers

Internal

Chief Executive
Senior Management Team
Council staff
Mayor and Councillors
Community Boards and Committees

Key Areas of Responsibility

Management accounting

- Monitor GL actual against budgets
- Produce management reports monthly or as requested
- Liaise with budget-holders re variances
- Prepare balance sheet reconciliations monthly with assistance from the other finance team members
- Refine/improve reporting processes
- Preparation of other reports for external parties e.g. Statistics NZ.

Fixed assets

- Maintain fixed asset register.
- Prepare fixed asset and general ledger journals pertaining to fixed asset transactions.
- Calculate and process month end depreciation.
- Reconcile fixed asset register to the general ledger.
- Prepare depreciation schedules
- Update the fixed asset register for valuation purposes
- Liaise with budget holders regarding CAPEX forecasting

GST, FBT and ACC

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

Investments

- Monitor investments and cashflow on a daily basis
- Complete monthly Investment reconciliation

Loans

- Manage LGFA loan process

Accounts Payable

- Backup for 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

- Backup for 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, Superannuation and Medical Insurance are processed by due dates.

- ensuring that requested reports/ statistics are prepared as required.

Accounts receivable (water, dog, miscellaneous)

- Backup for 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

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 Finance Manager or Group Manager Corporate Support as required
- Contribute to responses to LGOIMA requests

Relationships

- To develop and maintain highly collaborative relationships with both internal and external customers to encourage collaborative teamwork in order to resolve issues.
- To 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.
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Working Collaboratively

- Works effectively as a member of the Corporate Support Team.
- Operates collegially with other Corporate Support staff and provide backup support for one another to cover absences and changing workflow pressures.

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.

Person Specification

Qualifications and Experience

- Preferably part-qualified.
- At least three years experience in an intermediate 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.
- Experience in costing and budget processes.
- Well developed conflict resolutions and negotiation skills.
- Sound report writing skills.

Personal Capabilities

- A high level of interpersonal skills is required in conjunction with excellent communication skills, and an excellent command of English skills.
- Methodical with attention to detail.
- Willingness to see the job through.
- Ability to work to deadlines and under pressure.
- Ability to work effectively, constructively and successfully as part of a team and with a wide range of people from diverse backgrounds and groups.

Job Context

