

Financial Administrator - Transport

Purpose | Te arotahi mātua

The Financial Administrator – Transport plays a key role within the Transport team, working collaboratively within the team to oversee financial administration and deliver exceptional customer service support.

This position involves managing public transport financial operations, including:

- monitoring both internal and external budgets,
- processing accounts payable,
- conducting data analysis.

The position requires adaptability and the ability to thrive in a fast-paced, evolving environment.

Role dimensions | Te ahu mahi

Responsible to:	Transport Engagement Manager
Responsible for:	Nil
Primary location:	Stratford although travel throughout the region may be required as part of your duties
Position grade:	9

Organisational context | Te horopaki whakahaere



Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

Transport financial management and oversight

- Monitor both the Council public transport budget and the National Land Transport Programme (NLTP) funding.
- Process all accounts payable transactions, including purchase requisitions, orders, receipts, invoice capture/processing, and payments.
- Reconcile external funding, grants and contracts with the Council budget as required.
- Regularly maintain oversight of forecasts and variance analyses and provide commentary to the Transport Engagement Manager.
- Regularly maintain and update financial databases ensuring accuracy of data.
- Utilise and stay updated on Council financial software packages to ensure efficient and accurate processing.
- Identify trends, inefficiencies and opportunities for cost optimisation
- Assist with tariff management, including analysis and adjustments as necessary.
- Work with the Finance team for timely and accurate preparation of the monthly financial and patronage achievement returns to the Waka Kotahi NZ Transport Agency.
- Provide support for public transport financial audits, surveys and other service-related tasks.
- Respond swiftly to changes in financial priorities, transport policies, or stakeholder needs in collaboration with relevant teams.
- Proactively identify challenges and implement solutions in collaboration with the team and leadership
- Continually seek opportunities for process improvement in financial and administrative workflows.
- Develop and maintain strong stakeholder relationships, particularly with the Council Finance team and NZTA business and finance partners.

**Customer
service**

- Put our community at the centre of everything we do.
- Respond to and resolve customer inquiries, requests and complaints, ensuring a satisfactory resolution by offering solutions or alternatives.
- Provide assistance and support to the Transport Team, Finance team and the wider Corporate Services team.
- Keep digital records of customer interactions.
- Follow communication procedures, guidelines and policies.
- Any other tasks or duties as required by the Transport Engagement Manager, Director – Corporate Services and/or Chief Executive.





Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council's health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** – Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

Personal specifications | Ngā whakaritenga whaiaro

Qualifications	<ul style="list-style-type: none">• Required: NCEA Level 3 and/or a field that is relevant to the specialisation.• Preferred: Tertiary qualification in finance, or a related field.
Experience	<ul style="list-style-type: none">• At least three years' experience in a relevant finance role.• Have technical proficiency in financial systems and administration.• Understanding of Local Government practises is an advantage.• Experience in building and maintaining effective relationships with a diverse range of internal and external stakeholders.
Skills	<ul style="list-style-type: none">• Taranaki Regional Council offers a skills pathway framework for development, aligned with He Pukenga Ara Skills Pathway (see Appendix 1 for a summary table).• High attention to detail and a meticulous approach to financial matters.• Strong organisational and time management skills, with the ability to manage multiple tasks simultaneously.• Ability to work independently with minimal supervision.• Capable of performing under pressure to meet tight deadlines.• Demonstrated ability to maintain confidentiality, with tact and discretion.• Excellent customer service skills, with a focus on empathy and problem resolution.
Knowledge	<ul style="list-style-type: none">• Understanding of Public Transport and/or Operations is beneficial.• Understanding of financial systems and administration.• Advanced knowledge of accounts payable processes and procedures.
Personal attributes	<ul style="list-style-type: none">• Self-motivated with a strong work ethic.• Adaptable, with the ability to pivot in a fast-changing environment.• Commitment to continuous improvement in financial systems and processes.• Highly self-driven with a result-oriented approach.• Demonstrates initiative and the ability to take proactive action.• Self-aware, with a collaborative and positive attitude as a team player.



Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with:

- | | |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Internal | <ul style="list-style-type: none">• All Taranaki Regional Council staff• Transport team |
| External | <ul style="list-style-type: none">• Waka Kotahi• Other Regional/District Councils• Passenger transport operators• Total Mobility services, Special Interest groups and Community Organisations• General public |

Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.



Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles Supporting livelihoods Taking Taranaki forward

Our mission | Tō tātou mīhana

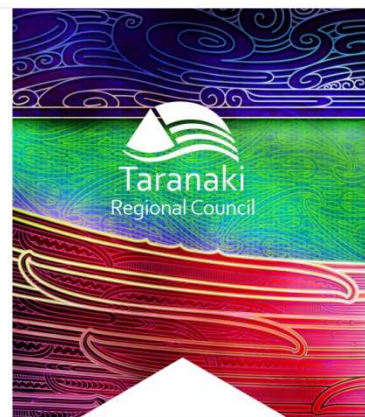
To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our values | Tō tātou whanonga pono

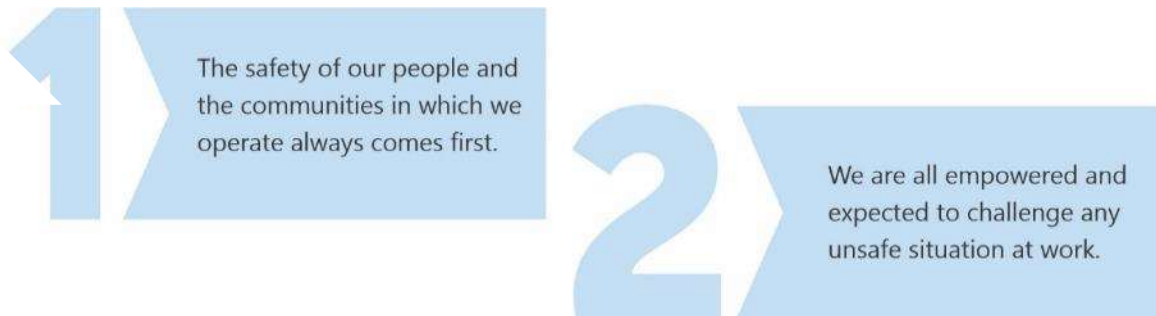
- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.



Our health and safety | Tō tātou Hauora me te haumarū

The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

There are two key points to health and safety:



We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning



He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none">• Service Standards• Customer Service• Judgement and Decisions
Organisational Impact	<ul style="list-style-type: none">• Aligns Work• Collaborates• Assesses Impact and Value• Promotes Change
Self-Awareness	<ul style="list-style-type: none">• Knows Self• Develops Self and Others• Builds Trust
Communicates Effectively	<ul style="list-style-type: none">• Clear Messages• Adapts Style• Tact and Diplomacy
Digital Technology	<ul style="list-style-type: none">• Systems Knowledge• Works Efficiently• Data Management
Wellness and Risk	<ul style="list-style-type: none">• Policies and Procedures• Manages Risks• Proactive Wellbeing• Site Safety
Cultural Awareness	<ul style="list-style-type: none">• Reo• Tikanga• Whakawhanaungatanga• Local context• Mātauranga Māori• Regulatory Environment