

Senior Financial Reporting Lead (Fixed Term)

Purpose | Te arotahi mātua

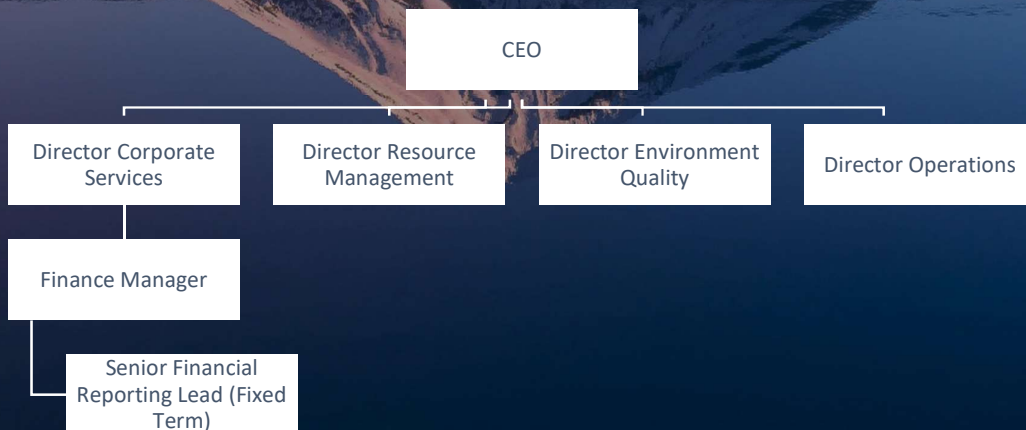
The Senior Financial Reporting Lead (fixed term) is responsible for working collaboratively and cohesively within the Finance team to lead the monthly financial and reporting function, the Annual Report preparation and provides finance and accounting leadership and support preparing budgets, forecasting, reporting and financial statements.

The role is responsible for financial reporting, monitoring and reconciliation, audit and Treasury function and reporting, all tax related functions, and provides guidance, support and back up to all other members of the Finance Team as required.

Role dimensions | Te ahu mahi

Responsible to:	Finance Manager
Responsible for:	Nil
Primary location:	Stratford
Job context:	Fixed Term (12 Months) Full-time
Job holder:	
Position grade:	

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.

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|----------------------------|---|
| Financial reporting | <ul style="list-style-type: none">• Lead the preparation of the monthly and annual financial reporting.• Assist with preparation of forecasts, Annual Plan and Long-Term Plan Budgets.• Prepare and manage the process for financial reporting for the Taranaki Stadium Trust. |
| Audit | <ul style="list-style-type: none">• Liaise with and lead the annual audit process. |
| Treasury | <ul style="list-style-type: none">• Lead the Treasury function and reporting, including debt management. |
| Finance systems | <ul style="list-style-type: none">• Assist with the development of finance and business systems and practices. |
| Tax, GST and FBT | <ul style="list-style-type: none">• Lead, monitor and prepare income tax, GST and FBT returns. |
| Advice and support | <ul style="list-style-type: none">• Provide technical expertise and assistance to other members of the Finance Team, specifically to build knowledge and expertise in managing the payroll system, process and procedures.• Assist with all insurance and investment property administration.• Provide back up support to all other members and functions within the Finance Team.• Provide back up support to the Administration and Logistics Team and the wider Corporate Service Team. |





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.



Personal specifications | Ngā whakaritenga whaiaro

- | | |
|----------------------------|--|
| Qualifications | <ul style="list-style-type: none">• A bachelor degree qualification in accounting is required.• Full membership of Chartered Accountants Australia and New Zealand is preferred. |
| Experience | <ul style="list-style-type: none">• At least three to five years' experience in accounting or finance preferably in local government or the public sector.• Have technical and practical proficiency and competency relevant to this role's specialisation.• Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders.• Demonstrated leadership in a financial planning and reporting role |
| Skills | <ul style="list-style-type: none">• Accurate and meticulous approach to financial matters.• Strong organisational and time management skills.• Ability to manage multiple jobs.• Excellent interpersonal and relationship-building skills• Ability to perform under pressure to meet tight deadlines• Able to work with minimum supervision• Ability to work in a confidential manner including tact and discretion• Customer service focus.• Proven administrative and financial management capabilities, including an understanding of financial systems and procedures and reporting. |
| Knowledge | <ul style="list-style-type: none">• Advanced knowledge of financial planning, reporting and systems and processes.• Working knowledge of relevant legislation, including but not restricted to the Local Government Act 2002. |
| Personal attributes | <ul style="list-style-type: none">• Self-motivated• Adaptable• Strong initiative• A can-do attitude• Self-awareness• Commitment to the ongoing development and improvement of financial systems and processes• Committed to getting the job done, with a high degree of self-motivation. |



Functional relationships | Te whanaungatanga mahi

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

Internal

- All Taranaki Regional Council staff
- Councillors
- Finance team

External

- Other Regional/District Councils
- Stakeholders
- Service providers
- Government Departments and other statutory entities
- 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 mihana

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 haumaru

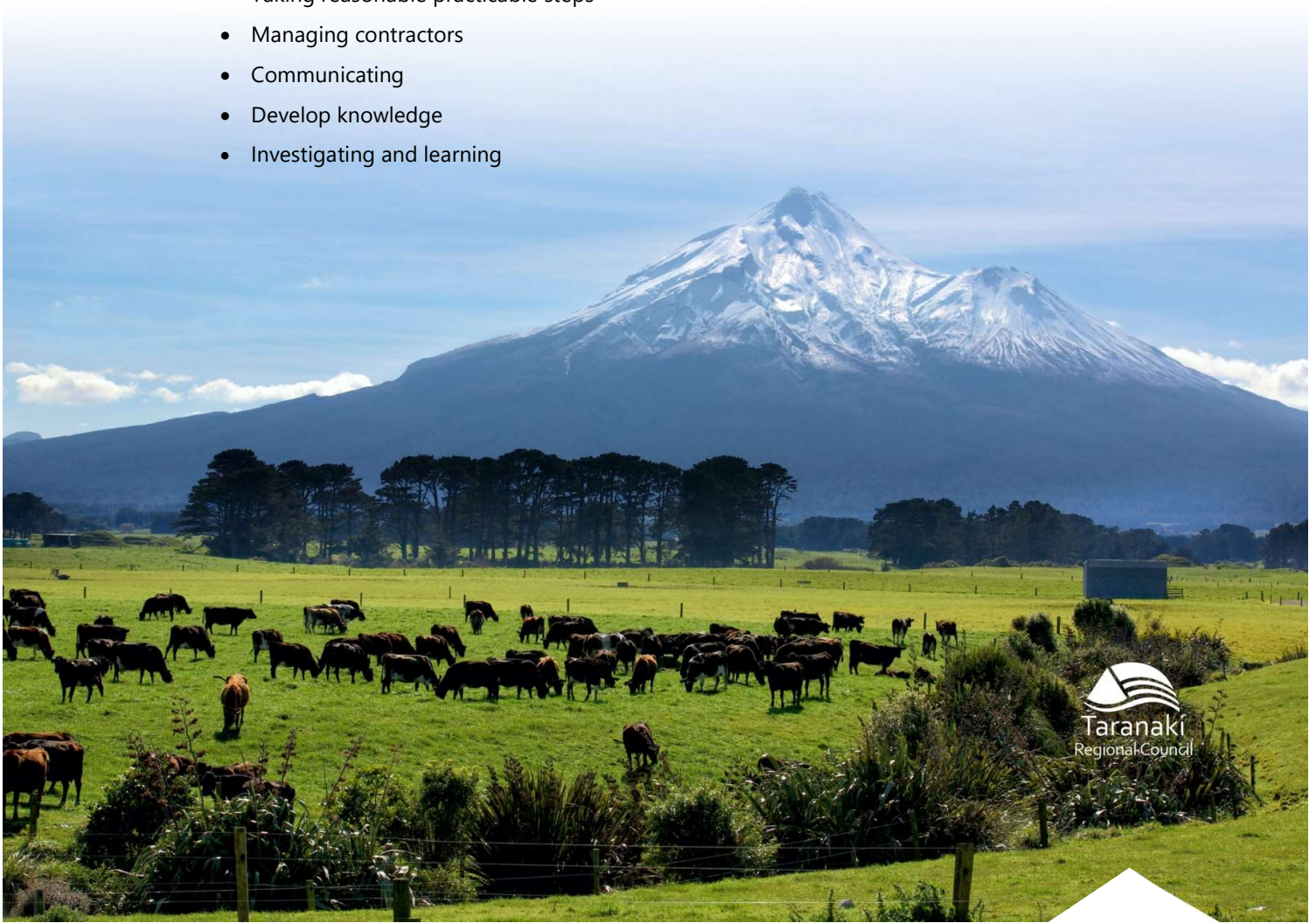
The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our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

There are two key points to health and safety:

- 1 The safety of our people and the communities in which we operate always comes first.
- 2 We are all empowered and expected to challenge any unsafe situation at work.

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