

Position Description: Accounting Assistant

Business Group	Finance
Reports To	Finance Manager/Financial Accountant
Direct Reports	Nil
Date	July 2025

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

1. Operate the Council's electronic bank interface, and provide support to other users.
2. Act as a Bank Signatory and key contact to the Council's transactional banking provider.
3. Manage and maintain liaison with Council and associated organisations banking representatives for all transactional and daily operational requirements for banking services including eftpos and credit card facilities
4. Investigate, research and review new potential services that may be of benefit for Council's activities.
5. Provide timely and accurate bank balances for investment and cash management purposes daily, weekly and monthly.
6. Undertake Bank reconciliation for all bank accounts operated by the Council and associated organisations (Downlands, Aorangi Stadium, Petrol Tax), including unrepresented payment listings and dishonoured payments daily, weekly and monthly.
7. Undertake monthly, quarterly and annual reconciliations of general ledger suspense accounts.
8. Undertake the management of monthly Petrol Tax refunds and disbursements to other local authorities and preparation of the annual Petrol Tax report and return.

9. Maintain and manage the receipting of direct credits on bank statements including all online website payments (LIMs, Parking, credit card, Airport, Dogs, Rates, Service Centres, Community and Recreation facilities).
10. Undertake receipting of registers – manage and maintain all internal back office transactions for all receipting systems and registers (bins, Health, Liquor, waste minimisation) between departments and within all Authority revenue systems.
11. Responsible for managing, maintaining and reconciling Council's petty cash systems at all Council facilities / sites that carry petty cash.
12. Manage and reconcile sport and recreation loans and community loans on a quarterly basis.
13. Manage the processing of rates oncharged invoices and journals to various Council departments and to outside users of Council owned properties.
14. Be the module Champion for the Authority receipting and bank reconciliation modules, providing support and training on a regular basis for accuracy and completeness of transactions.
15. Oversee the receipting modules, managing all receipting issues and corrections, reallocations etc for the Customer Services team and other Council departments.
16. Assist with the ongoing development of accounting systems and review internal controls and undertake internal audit functions within the General Ledger and Revenue systems.
17. Verify transactions within the General ledger for accuracy and correctness.
18. Complete reconciliations of all major general ledger accounts (assets, liabilities) and suspense accounts
19. Undertake process mapping of all tasks carried out in finance (payables, receivables, bank processing, month end, year end, GST, FBT and reconciliations, reporting etc.)
20. Assist with the Accounts Payable solution (Procure to Pay, Payment Automation)
21. Assisting with the completion of special projects and additional tasks as required.
22. To provide assistance to the finance team as follows:
 - a. Processing of notices of sale
 - b. Adding/updating email addresses and change of addresses

- c. Adhoc reconciliations
 - d. Direct debit support
 - e. Checking of accounts at instalment time where required
 - f. Esker processing
 - g. CSV importing for accounts payables
 - h. Processing of creditors invoices for payment
 - i. Payment runs
 - j. GST processing
 - k. Bank receipting and bank downloads
 - l. Assist with the set-up of Rental Debtors
 - m. Processing of electronic invoice requests and water billing/trade waste
 - n. Provision of copies of invoices requested by debtors
 - o. Assisting with loan transactions and reconciliations
 - p. Retention processing
23. Assist with other duties as reasonably required by the Finance Manager/Financial Accountant and/or Senior Management Accountant.
24. Actively engage in setting own goals and objectives.
25. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
26. Actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
27. To be actively involved in Civil Defence Emergency Management when required.
28. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
29. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	NZ Diploma in Business at least Level 3 with accounting endorsement.
Desired Qualification	Accounting Technician membership.
Minimum Experience	At least five years' experience in accounting work.

Desired Experience	More than five years' various accounting work experience.
---------------------------	---

Key Competencies / Skills / Knowledge

- Accounting knowledge will be a distinct advantage.
- Previous project management skills will be a distinct advantage.
- Experience in process mapping tools.
- The ability to be discrete and handle very confidential information.
- Excellent computer skills (including spreadsheeting and word processing).
- Previous experience with an accounting software system.
- Ability to work with minimum supervision.
- Ability to meet deadlines.
- Excellent verbal and non-verbal communications skills.
- Excellent inter-personal skills are essential with the ability to work with a wide range of stakeholders.
- Ability to work as part of a team.
- Excellent administration skills, including attention to detail and accuracy with figures.
- High level of numeracy.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

Finance Manager/Financial Accountant

Accounting Assistant

Date

Date