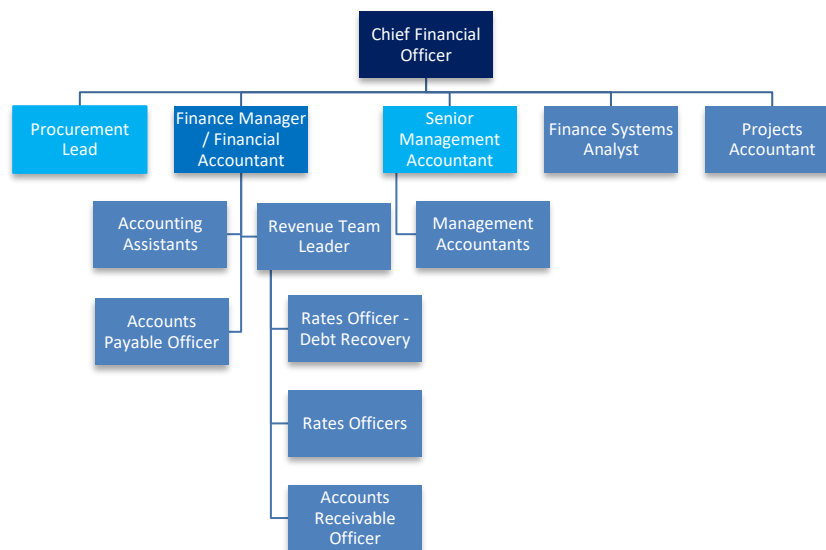


## Position Description: Finance Manager/Financial Accountant

<b>Business Group</b>	Finance
<b>Reports To</b>	Chief Financial Officer
<b>Direct Reports</b>	8
<b>Date</b>	August 2025
<b>Budget Responsibility</b>	Nil
<b>Financial Delegation</b>	Nil

## Business Group Structure



## Business Group Purpose

The Finance Group (“Group”) is responsible for the delivery of financial services, strategy and advice across the Timaru District Council (“Council”). The function is positioned to play a key role in Council strategic planning and decision making by taking responsibility for the provision of high level financial advice and analysis. The Group will ensure financial and audit compliance and minimise risk in all areas of Council. It critiques the commercial performance of Council and drives strategic commercial decisions for maximum value and minimal risk as appropriate. A key objective of the function is to

work collaboratively across the Council to determine priorities and develop integrated solutions that are best for the Timaru District as a whole.

### **Purpose of the Position**

The Finance Manager/Financial Accountant role supports the Operational finance function of TDC's Financial Services Unit. The main purpose of this role is to provide Control and Compliance support to the finance team and council. This function ensures TDC-wide compliance at all times by establishing good governance and providing direction to the finance function and TDC Business Units in the areas of control and policy.

The Finance Manager/Financial Accountant is a key leadership role in finance that ensures the team delivers high quality, robust financial services in a timely manner with regards to the key activities of Accounting, Auditing, Statutory reporting (Annual Reports), Day to Day Treasury function and Policy formulation.

The main purpose of the Finance Manager/Financial Accountant is to take responsibility for all accounting and finance technical requirements for TDC and associated groups. This includes all transactional and month-end processes, reporting and input to support the business partnering team with budgeting and forecasting to meet all financial business requirements. This role will be responsible for all technical aspects of the accounting function, ensuring processes and controls are consistent across entities, and meet the needs of the TDC.

The Finance Manager/Financial Accountant is a key leadership role in finance that will go beyond the numbers to ensure the team delivers high quality, robust financial advice and insight into the performance of TDC to enable TDC to achieve strategic objectives.

The role carries significant managerial and leadership responsibilities through effectively communicating organisational goals, safety practices, deadlines, and individual development plans for team members, while fostering a spirit of unity and teamwork amongst staff.

### **Key Relationships / Customers**

<b>External</b>	<b>Internal</b>
Auditors	Finance Group
Contractors / Consultants	Tier 1, 2 and 3 Managers

Other local and regional authorities	Other Timaru District Council employees
Outside agencies including Government departments	Senior Leadership Team
Professional organisations	

### **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.

### **Transactional and Month-End Processes**

1. Drive month-end close calendar, ensuring accuracy of postings within required cut offs.
2. Lead and manage all processes associated with day to day accounting and cash flows and investments for the operational finance team. This includes Accounts Payable, Accounts Receivable and Rates teams including processing, compliance, controls; ensuring associated systems and records are current and up to date.
3. Ensure monthly reconciliations are completed for all Balance Sheet accounts on with sufficient backup documents.
4. Maintaining fixed assets of TDC and managing the end to end process of fixed asset accounting on a monthly basis, including processing timely journals.
5. Ensure the integrity of financial information provided to internal and external users.

### **Financial Control**

1. Review, implement and lead relevant policies and processes to ensure a consistent control environment across the group (this includes compliance, audit (internal & external), policy, risk management).
2. Assist the CFO to drive a culture of efficient cash and working capital management.
3. Lead and manage all aspects of Council and group administration filings obligations for GST, FBT, Income Tax and Statistical Returns and ensure timely filing.

4. Meet all reporting obligations to the Council, banks, IRD and group in relation to the business operations function.
5. Manage relationship with auditors and lead year end audit process including preparation of the Annual Report and associated elements.
6. Assist the Business Partnering team in producing timely and high quality inputs for Annual Plan's, Long Term Plan's and forecasts as required by the CFO.
7. Assist with the preparation and compilation of financial reports for Council Groups and related entities, to the Senior Leadership Team and Council with supporting advice, variance analysis and reconciliations.

### **Business Support**

1. Take a key leadership role in transitioning the operational finance function from transactional focused service to a self-service model with simplified process for users to create a great customer experience.
2. Provide critical support and analysis to the CFO and Leadership team's in understanding and implementing TDC wide initiatives.
3. Enable agility and flexibility in responding to frequent and urgent business requests; making all interactions with the operational finance function simple, quick and easy.

### **Team Leadership**

1. Recruit, coach and retain talent to build a fluid pipeline for continuous succession and development, assess and manage performance.
2. Mentor and develop staff and oversee new employee on-boarding, identification and provision of career development planning and opportunities.
3. Demonstrate the ability to create a compelling vision and ability to inspire and motivate team members. Foster a spirit of teamwork and unity among staff that embraces diversity and cohesiveness, working effectively together to enable each team member to succeed.
4. Empower staff to take responsibility for their role, productivity, quality, continuous improvement and goal accomplishment, ensuring that they are motivated, trained and encouraged to the best of their abilities.
5. Delegate responsibility and accountability to team, monitor and provide regular feedback.

6. Provide a high quality and effective service that is responsive to community and Council needs with a focus on continuous improvement.
7. Engage with stakeholders to develop measures for and monitor performance.
8. Ensure annual performance objectives and training plans for each staff member is established and appropriate counsel, follow up and recording of what has been agreed/completed is undertaken.

#### **Other Duties**

1. Engage actively in setting own goals and objectives.
2. To assist with the management of one-off capital projects which arise from time to time, to ensure that they are undertaken in a timely manner and within budget.
3. Assist with other duties as reasonably required by the CFO.
4. 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.
5. Proactively lead the continuous development of health and safety culture and practices 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.
6. Actively involved in Civil Defence Emergency Management when required.
7. 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 expected behaviors.
8. Commitment to the principles of the Treaty of Waitangi.

#### **Delegations**

Delegation are set out in the Timaru District Council Delegations Manual.

## Formal Qualifications / Training / Experience

<b>Minimum Qualification</b>	CA Member of the Institute of Chartered Accountants of New Zealand or equivalent.
<b>Desired Qualification</b>	CA Member of the Institute of Chartered Accountants of New Zealand or equivalent.
<b>Minimum Experience</b>	<p>Minimum of 5 years' Finance Manager level experience.</p> <p>Advanced technical knowledge across external financial reporting and tax.</p> <p>Current experience leading Accounts Payable and Receivable teams.</p>
<b>Desired Experience</b>	<p>Over 5 years' experience, in preferably both commercial and public sector environments.</p> <p>Proven experience in moving finance operations from a transactional focused service to a self-service model with simplified process for users to create a great Customer experience.</p>

## Key Competencies / Skills / Knowledge

- Sound knowledge of accountancy, methodologies, technology, and experience in implementing, process improvement relating to financial controls.
- Demonstrate ability to lead and develop a team in a team oriented workplace, with a focus on active performance management.
- Outstanding interpersonal relationship building that is silo free, accepting of change with a learning organisation mentality.
- Demonstrated ability to serve as a knowledgeable resource to the Council's Management team that provides leadership and direction.
- Advanced written, verbal and non-verbal communication skills.
- Knowledge of the functions, operation, and goals of the Finance group.
- Demonstrate ability to give and receive constructive feedback.
- Sound computer skills in the Microsoft Windows environment, advanced knowledge of Excel is a must.

- Strong interpersonal skills with the ability to communicate effectively and confidently with a wide range of people within a large organisation and externally and develop relationships.
- Excellent prioritisation skills to spend time on critical tasks and ability to escalate or eliminate roadblocks as they arise in order to create focus for self and team to deliver tasks with a high level of accuracy and professionalism.
- Focused on action delivering what they say they're going to do.
- Demonstrated ability to innovate and continuously improve processes in finance.
- Strong time management and multi-tasking ability.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

#### **Other Requirements**

- May require travel within or outside Timaru District region occasionally.
- When necessary required to work outside normal hours.

#### **Change to Position Description**

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

\_\_\_\_\_  
**Chief Financial Officer**

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**Finance Manager/Financial Accountant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**