

South Wairarapa District Council

Position Number: CS05

Position Number CS05
Job Title – Finance Team Leader

Date 16 November 2009

Job Title Finance Team Leader

Group Corporate Support

Location Martinborough Council Administration Building

Responsible to Group Manager Corporate Support

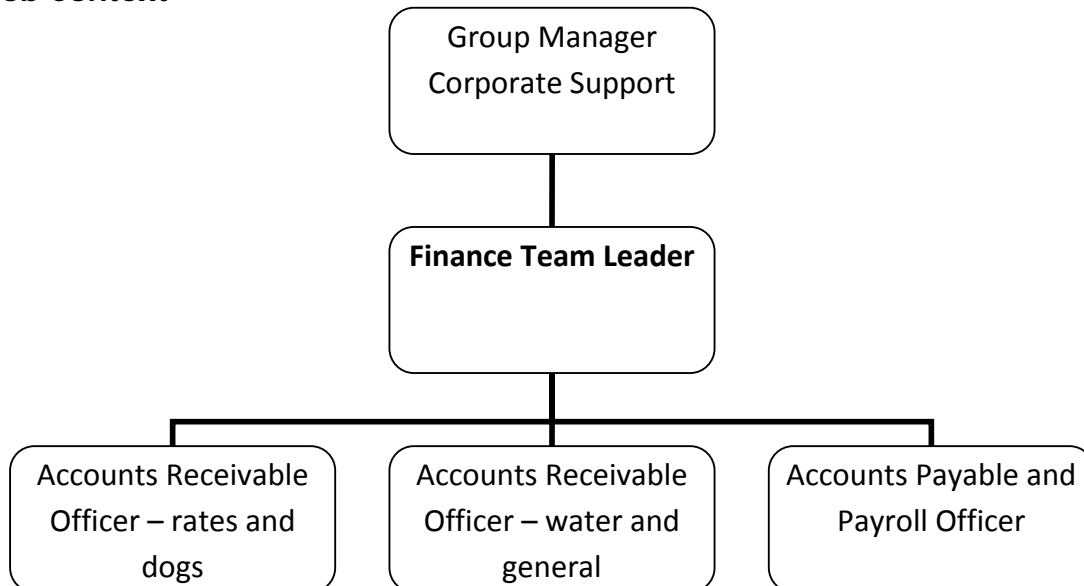
Responsible for Responsible for 3 roles

Direct Reports
Accounts Payable and Payroll Officer
Accounts Receivable Officer – water and general
Accounts Receivable Officer – rates and dogs

Hours/days of work Monday to Friday, 40 hours per week

Grade 15 **Remuneration** \$55,612 - \$71,969

Job Context



Job Purpose

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

Reporting to the Group Manager Corporate Support, the Finance Team Leader is supported by and provides direction to three team members. The Team Leader is accountable for the team performance and will delegate functions across team members.

Provide leadership and support to the Finance Team. Manage the resources within the team to maximise the benefits for SWDC. Ensure systems and processes are operating effectively and clients receive information that is timely and accurate.

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

While the preparation and/or review of month and year end financial accounts, annual budgets and management reporting are important components of the role the Team Leader will need to be able to manage the resources of the team to support other functions performed by the Finance Team. This coordination of resources within the Finance Team will maintain effective use of skills and resources during periods when workload demands vary between the teams.

Key Relationships

External

Ratepayers
Valuation service provider
ACS site support staff
General public
Other Local Authorities
Local valuers
Solicitors
Real estate agents
Community Groups

Internal

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

Key Areas of Responsibility

Management accounting

- Monitor GL actual against budgets
- Produce management reports monthly or as requested
- Liaise with budget-holders re variances
- Refine/improve reporting processes
- Preparation of other reports for external parties e.g. Statistics NZ.

Budget development and financial reporting

- Manage budget process which feeds into Annual Plan
- Assist managers with budget development and project proposals
- Assist Group Manager Corporate Support with yearend financial reconciliations
- Assist with the productions of Annual Report

Rating system

- Ensure rates property database is accurate and up to date, rates are being applied per policies
- Set rates/charges on system as per resolution
- Administer rates instalment processes, including forms changes, advertising
- Ensure journals are processed accurately and timely
- Collect rates/arrears – including correspondence and follow-up system to ensure rate arrears are collected
- Escalation to Group Manager of rate recovery action
- Assign new person identifiers, new DVR's, levy codes, values and property details for subdivisions.

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 registers for valuation purposes

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

Accounts Payable

- Overseeing the Accounts Payable function by:
 - 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

- Overseeing the function of Payroll by:
 - ensuring that all wages and honorariums are paid in accordance with legislation and in a timely manner.
 - ensuring that all payments, ie 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)

- Overseeing the Accounts Receivable function by:
 - 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

PC Banking System

- Direct Credits
 - Create twice weekly Direct Credit batch
 - Create twice monthly PAYE batches
 - Authorise and send instructions

- Receipting transactions
 - Initiate communication sessions and download bank statement transactions daily
 - Complete Electronic Banking routine to receipt AP's, DC's, BP's etc
- Maintenance
 - Super User and authorised contact for PC Banking
 - Process system changes required

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 focused frontline.
- 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.
- Be proactive in ensuring development of a team orientated environment.

Working Collaboratively

- Works effectively as the leader but also a member of the Corporate Support Team as demonstrated by empowering other members, effectively delegating and co-ordinating team activity.
- Operate collegially with other Corporate Support staff and provide backup support for one another to cover absences and changing workflow pressures.

Team Performance and Leadership

- To create a team environment that fosters and develops effective working relationships and high performance.
- To ensure communication channels with staff are open and positive
- To ensure team members are managed effectively (in particular recruitment, performance management, and training and development) and in accordance with the Human Resources policies of the South Wairarapa District Council.
- To build strong and effective teams capable of providing services of the highest quality.
- To monitor the performance and workloads of direct reports and staff members to ensure that objectives are met.

Corporate Contribution

- Participate as a member of the SWDC Team, making a full contribution to team and organisational initiatives
- Behave consistently with the SWDC Vision, Mission and Values
- Foster co-operation and aid communication between teams, units and groups
- Look for opportunities to improve systems, processes and work practices – both within your own position and the organisation as a whole.
- Assist the organisation's Emergency Management Unit in the event of a major disaster

- Adhere to Health and Safety policies and standards and encourage all other staff to do the same.
- Attend appropriate courses to maintain ongoing knowledge and training.

Council Image

- Take every opportunity to promote a positive image of the Group and Unit and their activities.
- Contribute to the Group business plan.
- Represent the Group when appropriate at meetings.
- Provide information to customers and the general public as supplied.

Financial Management

- Provide information for the preparation of budgets as required.
- Advise customers on fees and charges.
- Ensure customers are invoiced for all costs

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.

Application Form

Ref no: _____

Contact Information

First Name: _____ Surname: _____

Address: _____

Contact Telephone (day): _____ Contact Telephone (night): _____

Contact Mobile: _____ Contact Fax: _____

Email Address: _____

General information

Age: Under 20 20-35 35-45 45-55 55-65 65+

Are you currently looking at other roles? _____ Yes/No

If yes, what stage are you at with your job search? _____

What is your desired remuneration? \$NZD _____

What is your notice period? _____

Current position _____

Current pay level _____

Do you have a current drivers licence? _____ Yes/No

What classes of license do you have? _____

If no license, please state your current mode of transport. _____

Legal entitlement to work in New Zealand

Are you legally entitled to work in New Zealand? *(If you are not a New Zealand Citizen or do not have a New Zealand Residence Visa then you must attach copies of your documents of eligibility).*

Yes/No

Medical history

Do you have any medical condition that may affect your ability to carry out the position applied for? Yes/No

Have you every suffered any injury which resulted in you taking time off work? Yes/No

How many days absence have you had due to sickness in your last 12 months of employment?

0-5 6-10 11-15 over 16 days

Have you made any claim to ACC for any injury illness or condition? Yes/No

if yes please specify. _____

Do you smoke? Yes/No

Have you ever suffered from any of the following?

Back injury or back strain	Yes/No	High blood pressure	Yes/No
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Heart complaints	Yes/No	Diabetes	Yes/No
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Blackouts, fits, seizures	Yes/No	Hernia	Yes/No
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Asthma	Yes/No	Dermatitis or Eczema	Yes/No
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Hearing loss	Yes/No	Allergies	Yes/No
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Criminal records

A criminal conviction will not necessarily exclude you from being considered for any positions. Any previous convictions that meet the criteria of the Criminal records (Clean Slate) Act 2004 do not need to be disclosed. For information on the Act, see <http://www.justice.govt.nz/privacy/clean-slate.html>.

Have you ever been convicted of any offence in New Zealand or in any other country (other than minor traffic or parking offences) Yes/No

Are there any charges against you yet to be heard Yes/No

If you have answered yes to any of the previous two questions please provide details

Conflict of Interest

Our client must be fair and reasonable and avoid any appearance or suggestion of preferential treatment, favouritism, bias or discrimination. They use this information to determine if action can be taken to manage the actual or potential conflict.

Do you have other employment/interests that may be perceived to be in conflict with the employer? Yes/No

If yes, please provide details: _____

Do you have a spouse, partner, relative or household member working within the employer where there would be an indirect or direct reporting relationship? Yes/No

If yes, please provide details: _____

Do you have a spouse, partner, relative or household member working with an organisation that is closely related to the area and nature of the position you have applied? Yes/No

If yes, please provide details: _____

Do you have a financial or other interest in any organisation which could be associated with this position during the course of carrying out these duties? Yes/No

If yes, please provide details: _____

Referee Information

Please provide the names of two referees whose consent has been obtained and who may be contacted for a confidential reference. (Where possible, at least one of the referees should be able to give work-related information and should have managed or been senior to you in your current or most recent employment).

1. Name _____

Company _____

Relationship _____

Phone (day) _____ Fax _____ Email _____

2. Name _____

Company _____

Relationship _____

Phone (day) _____ Fax _____ Email _____

Privacy Act

I recognise that the information gathered by BOSS Group Ltd, relating to my own personal information has been collected solely for the purpose of determining my suitability for permanent and/or temporary employment with BOSS Group Ltd or with any other employer.

I grant permission to BOSS Group Ltd to disclose my information in reasonable discretion to the employing organisation directly or in the form of an appraisal or report. I agree that BOSS Group Ltd will not be held liable should confidential information pass into the possession of persons not intended by me to receive such information.

I grant permission to BOSS Group Ltd to conduct a police or credit check or collect information/make enquiries which are deemed appropriate.

I consent to collection use and storage of my personal and sensitive information. I have read and understood each of the statements in the BOSS Group Ltd Privacy Statement and voluntarily consent to personal and sensitive information about me being collected by you as outlined.

You have the right to access information withheld by BOSS Group Ltd regarding your own personal details. We will endeavour to ensure that your information is kept at all times private and secure.

Authorisation & Confidentiality

By submitting this form, you agree to the following:

I acknowledge that BOSS Group Ltd has been granted permission to contact prior or present employers that I have specified in written form as being appropriate to contact for the sole purpose of obtaining work-related references. Without limiting the generality of this authorisation, I authorise you to obtain any other information held by credit reference agencies or security companies.

I certify that all information volunteered in this application and resume is accurate and factual. I understand that my employment may be terminated if after investigation an employer discovers any information which I have provided, or which has been provided about me is false or misleading.

I authorise you to disclose, with my knowledge, confidential information which you hold about me to any potential employer and BOSS Group Ltd.

Signed _____ Date _____

Name (Please print) _____

Application checklist

CHECKLIST:

- Application form completed *(including referee information)*
- Covering letter
- One copy of full Curriculum Vitae
- Police Check completed
- Copy of id attached

Please do not send folders or original documents. Documents will not be returned.



Privacy Unit
 Ministry of Justice
 National Office
 P O Box 2750
 WELLINGTON

For Office Use Only

MoJ Request Number

REQUEST BY THIRD PARTY UNDER THE OFFICIAL INFORMATION ACT 1982 FOR A COPY OF AN INDIVIDUAL'S CRIMINAL CONVICTIONS HELD ON THE MINISTRY OF JUSTICE 'S COMPUTER SYSTEMS

SECTION 1: SUBJECT'S AUTHORITY TO RELEASE INFORMATION TO A THIRD PARTY

I hereby authorise the Privacy Unit, Ministry of Justice, to release a copy of my personal information, to the undersigned Third Party, for the purpose of:

Pre-employment vetting

Insurance Claims vetting

Other (specify)

Tick the report required:

All convictions report Traffic Convictions Report

Signature of subject and date

X

X

I wish to receive a copy of the information provided to the Third party.

Yes / No

SECTION 2: THIRD PARTY DETAILS

Third Party Name Details

Full Name of Third Party

Full name and address of the person or agency the third party is acting for (if applicable)

Third Party Reference Number (if applicable)

Third Party Address Details

P.O. Box or Street Address

Suburb

City

State / Province

Post Code

Country

Signature of Third Party

X

The term "subject" refers to the person whose criminal convictions is being requested.

The term "third party" refers to the requestor or ultimate intended recipient, such as an employer, insurance company, credit agency et cetera.

The Ministry of Justice will process this request as soon as is reasonably practicable, and in any case no later than 20 working days from receipt of this application.

This application and associated letters and reports will be disposed of three months after processing the response.

Personal Details

Surname

First Name

Middle Names (separate by comma)

Date of Birth (DD/MM/YYYY)

Place of Birth

Gender (Male / Female)

Previous Names - Maiden Name, Aliases

Surname

First Name

Middle Names (separate by comma)

Postal Address

P.O. Box or
Street Address

Suburb

City

State / Province

Post Code

Country

Current Residential Address

Street Address

Suburb

City

State / Province

Post Code

Country

Daytime Phone Number

Home Phone Number

Fax Number

Previous Two Residential Addresses

Street Address

Suburb

City

State / Province

Post Code

Country

Street Address

Suburb

City

State / Province

Post Code

Country

Subject's Identification

Please attach a photocopy of the subject's identification. The identification may be a Driver Licence OR if subject does not hold a driver licence, a Passport. If subject has neither, the subject will need to complete Section 4.

Driver Licence

Passport

SECTION 4: PROOF OF IDENTITY

ONLY TO BE COMPLETED IF SUBJECT DOES NOT HAVE A DRIVER LICENCE OR PASSPORT
Subject to ask someone who can confirm their identity to fill in this section

The person who identifies subject must:

- have known subject for more than 12 months
- be aged 18 years or over
- have a day time phone number
- not be a relative
- not live at the same address
- be contactable during normal business hours

Surname

First Name

Middle Names (separate by comma)

Street Address

Daytime Phone Number

Suburb

Home Phone Number

City

State / Province

Fax Number

Post Code

Country

I declare that I have personally known:

Surname

First Name

Middle Names (separate by comma)

Signature of identifier

for

years and vouch for his/her identity

X

If subject is unable to get someone to complete Section 4, they must complete a statutory declaration. The relevant form can be obtained from the local District Court or by contacting the Privacy Unit on 04 918 8800.