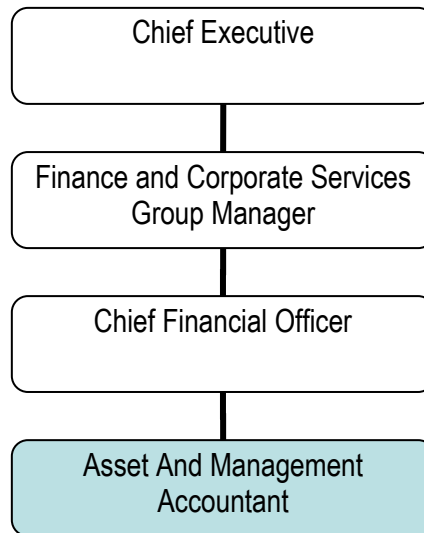


POSITION DESCRIPTION

Job Title:	ASSET AND MANAGEMENT ACCOUNTANT
Responsible To:	Chief Financial Officer
Responsible For:	No other staff
Position Purpose:	This job exists to: <i>“To improve the effectiveness of the organisation in achieving its goals in the areas of strategic financial management and asset management.”</i>
Date:	January 2016

Organisation Context:



Important Functional Relationships:

External

Local Government NZ
 Audit NZ
 Other Local Authorities
 Other Government Departments
 General Public

Internal

Managers and staff
 Elected members
 Asset and Engineering Team
 Project teams
 Chief Executive

Committees/Groups

Council committees
 BOPLASS
 National local government asset management forums

Key Result Areas:

The position of **Asset And Management Accountant** encompasses the following functions or Key Result Areas:

- Infrastructure, Operational and Intangible Assets
- Finance
- Insurance
- Projects
- Reporting and Planning
- Corporate contribution
- Personal Development
- Effective Relationships and Communication

The requirements in the above Key Result Areas are broadly identified below:

Jobholder is accountable for	Jobholder is successful when
<p>Infrastructure, Operational and Intangible Assets</p> <ul style="list-style-type: none"> • Reconciling of operational and intangible assets from the asset registers to the general ledger • Depreciation is processed monthly for both operational, and infrastructure assets • Liaising with external valuation service provider(s) and providing them with required asset information. (three yearly for buildings, annually for all other valued assets) • Fixed asset disclosures in the Annual Report are updated accurately and reconcile to the General Ledger and Asset Management Systems • Identifying and solving problems with infrastructure, operational and intangible assets • Liaison with and provide support to asset staff for capture of asset information and asset management plans • Support asset staff with capitalising infrastructure assets and process the correct general ledger journals. 	<ul style="list-style-type: none"> • The asset register reconciles to the general ledger each month • The correct asset values are recorded in the Annual Report and the disclosure(s) comply with the relevant Accounting Standards • Issues are proactively identified and promptly resolved.
<p>Finance</p> <ul style="list-style-type: none"> • Completing monthly reconciliations of suspense and control general ledger accounts • Completing GST and FBT returns with the Chief Financial Officer's support when required • Setting up and calculating standing journals for allocation of engineering services administration fees and infrastructure and building depreciation • Assisting the CFO in the preparation of monthly and quarterly reports to Council • Preparing the capital expenditure reports and statements. 	<ul style="list-style-type: none"> • GST and FBT returns are accurately prepared and filed by the due date • Standing journals are accurately set up to enable the activities and service performance statements to be prepared accurately on a monthly basis • Monthly reports are prepared on a timely basis • Timely assistance is provided.

<p>Insurance</p> <ul style="list-style-type: none"> • Ensure that the insurance schedule is complete and the value insured for is correct • Ensuring all insurance claims are communicated to the Council's insurance broker with the necessary claim forms • Preparing and updating the annual insurance schedules and forms within the required timeframe with updated insurance values. 	<ul style="list-style-type: none"> • Council's assets are insured for the correct values • Insurance claims are completed correctly and timely • The annual insurance renewal schedules and forms are updated and returned to the insurance broker in a timely manner.
<p>Projects</p> <ul style="list-style-type: none"> • Undertaking projects as and when needed • Contribute to assigned project teams as required • Communicate to appropriate stakeholders on projects • Projects are completed in the agreed timeframes to an agreed and acceptable standard. 	<ul style="list-style-type: none"> • Accurately scope, investigate and report on special projects, as agreed with the Chief Financial Officer • Research and report on relevant projects having ensured the correct information was accurate and useful to the stakeholders • Effective contribution to assigned project teams both in the provision of specialist financial advice and as an integral member of the team ensuring that the project goals and targets were achieved • Analysing any findings or results and presenting to managers/stakeholders, identifying any areas of concern and recommending potential solutions.
<p>Reporting and Planning</p> <ul style="list-style-type: none"> • Assisting with the preparation of Council's 10 year plan, financial strategies and annual reports. This involves a full set of statements on periods 3, 6, 9 & 12 • Assist the finance team in the preparation of the annual report • Assist the finance team in preparing Annual Plans and Long Term Plans (LTP) • New reports are designed when new operations are introduced • Developing external reporting systems for new operations • Other duties as and when required. 	<ul style="list-style-type: none"> • Well researched, up to date, relevant and accurate information is supplied, complying with relevant legislation • Quarterly, six monthly, and annual reports are prepared accurately and timely for reporting and audit • Timely assistance is provided • The reports are designed and presented in an accurate, timely way that meets the needs of the end user • External systems and reports have been developed and comply with relevant accounting standards and legislation • Other duties as requested are undertaken effectively.
<p>Corporate Contribution</p> <ul style="list-style-type: none"> • Meet all corporate responsibilities to agreed standards and with agreed timeframes 	<ul style="list-style-type: none"> • Comply with all employee responsibilities outlined in ODC Health & Safety Policy, and other employee related policies • Participate in any civil defence and emergency management training or emergency activities as required • Give the highest possible standard of service to the public and ensure service delivery is a main priority, as well as for and to the Ōpōtiki District Council.
<p>Personal Development</p> <ul style="list-style-type: none"> • Develop and maintain professional knowledge and contacts. 	<ul style="list-style-type: none"> • Undertake training as required to maintain skills and qualifications relevant to the job.
<p>Effective Relationships and Communication</p> <ul style="list-style-type: none"> • Establish and maintain an effective relationship with agencies, customers, and business people • Reporting – clear concise reports provided • Provide input into regional and sub-regional initiatives where appropriate. 	<ul style="list-style-type: none"> • Established network of business contacts, effective communication with stakeholders • Accurate and reliable reporting, provided in a timely fashion • Appraisal of relevant regional initiatives, and engagement where appropriate.

Other duties expected of position holder

- Participate in organisation's Personal Performance and Development Programme
- Participate in organisation's business improvement programme
- Undertake such other duties and functions as may be requested of you by your Manager

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and Manager as part of the performance management process.

Person Specification:**Knowledge/Experience**

- Relevant tertiary qualification
- Sufficient experience in applying the best practice to increase capability or enhance relationships
- Excellent administrative skills
- Recent relevant experience in local government

Key Job Competencies

- Is competent in Microsoft Outlook, Excel, Word and use of databases
- Able to undertake sound research using proven methodologies
- Has good analytical skills
- Demonstrates good problem solving skills and is solution focussed
- Demonstrates strong time management multitasking and prioritisation skills
- Demonstrates initiative by seeking quality improvements within work processes
- Understands continuous improvement principles and or quality type systems
- Able to maintain positive staff relations with colleagues at all levels
- Demonstrates an ability to work well in a team
- Communicates clearly and concisely when seeking or providing information
- Communicates in a professional manner to influence outcomes
- Maintains absolute confidentiality
- Operates within the organisation in a non-discriminatory manner by respecting the rights of others
- Has an understanding of the needs of others
- Manages diversity, encourages and assists others in this
- Has an understanding of the Treaty of Waitangi relevant to the position and its implications for local authorities
- Holds a current, full driver's licence.

Manager

Date

Position holder

Date