

## Your Position

<b>Your job</b>	<b>Financial Accountant Kaikaute Pūtea</b>
<b>Your group</b>	Corporate Services
<b>Your team</b>	Finance
<b>Your manager</b>	Manager Financial Services, Peta Anderson
<b>Your base</b>	Council premises within Porirua

## What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

### Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

### How we work together:

- Whakakotahi - Team up  
Mā te mahi tahi e puta ai he hua ki tō tātou hapori  
Together we make a difference for our community
- Mahi Atamai - Work smart  
Ka whakapātari i a tātou anō kia pai ake ai ngā hua  
We challenge ourselves to do things better
- Whakatinanatia - Make it happen  
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga  
We use our energy and skills to get things done

## Your team's purpose

Corporate Services' purpose is:

- provide advice and management on everything relating to Council's financial planning, budgeting, management and reporting activities
- provide advice and management on procurement, the negotiation of commercial arrangements, Council's property portfolio, and the delivery of programmes and projects
- provide information and technology advice and services
- drive the improvement in customer services and the customer experience, ensuring that each customer interaction lives up to Porirua City values / identity
- provide other internal administrative services.

## Your purpose

The Financial Accountant's role is to:

- provide technical financial support to the Manager Financial Services and the wider business.
- co-ordinate and complete the financial aspects of the Annual report and Audit files
- manage the Treasury function including day-to-day cashflow requirements, borrowing and interest rate swaps
- manage monthly statutory compliance reporting and obligations
- prepare monthly balance sheet reconciliations

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"><li>• None</li></ul>
Your indirect reports	<ul style="list-style-type: none"><li>• None</li></ul>
External people and groups	<ul style="list-style-type: none"><li>• IRD</li><li>• External auditors</li><li>• Statistics NZ</li><li>• Financial institutions</li></ul>
Internal people and groups	<ul style="list-style-type: none"><li>• Executive Leadership Team, managers and staff at all levels of the organisation</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<b>Financial Reporting</b> <ul style="list-style-type: none"> <li>• Ensure Council maintains best practice in financial management and reporting through continuous review of financial policies, systems and procedures.</li> <li>• Provide technical financial support, analysis and advice to the Manager Financial Services and the wider business to ensure compliance with statutory reporting</li> <li>• Trouble-shoot financial issues as they arise.</li> <li>• Proactively contribute towards the completion of the Annual report including financial statements and notes to the accounts</li> <li>• Proactively contribute towards the completion of the audit files and co-ordinate the audit process. Liaise with the external auditors during interim and year-end audit</li> <li>• Monitor and action the day-to-day Treasury functions including cash management, borrowing and interest rate swaps</li> <li>• Completion of statutory reporting. Ensuring statutory returns (GST, FBT, WHT), levies and other returns are completed and deadlines are met</li> <li>• Assist with the maintenance of the Fixed Asset Register. Process capitalisations, disposals and transfers in a timely manner.</li> <li>• Ensure that Council can maintain its services during a period of business interruption or declared civil emergency with regard to the provision of financial transactions.</li> <li>• Prepare financial reconciliations and overseeing balance sheet reconciliations prepared by other Financial Services team members on a monthly basis</li> <li>• Prepare month end reporting journals, prepayments and accruals</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Maintain effective working relationships across Council as well as external vendors and members of the General Public that you interact with</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment of our vision, strategic directions, values and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event</li> </ul>

## Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> <li>• A Chartered Accountant Australia New Zealand or a Certified Practicing Accountant or working towards one of these qualifications</li> <li>• Completed a degree in Commerce or Accounting</li> <li>• Relevant experience in a financial accountant role in a medium to large organisation</li> <li>• Be deadline and delivery conscious with an ability to work in a fast-paced environment, and deal with ambiguity, strong problem resolution skills</li> <li>• Ability to analyse data and to contribute to relevant financial discussions</li> <li>• Ability to accurately interpret and understand legislation.</li> <li>• Be able to pick up new financial systems quickly</li> <li>• Well-developed interpersonal skills and the ability to deal with a wide range of people and situations including both internal and external stakeholders</li> <li>• A service orientation towards internal and external clients</li> <li>• Flexibility and adaptability in order to work under pressure and meet short and long term deadlines</li> <li>• Excellent Microsoft excel skills</li> <li>• Ability to understand, develop and document procedures and processes</li> <li>• Ability to identify areas for improvement to systems and processes, recommend changes and implement appropriate solutions</li> <li>• Ability to work in a team and obtain co-operation from work associates</li> <li>• A good level of initiative combined with sound and mature judgement</li> <li>• Understanding and commitment to health and safety in the workplace</li> <li>• Understanding and commitment to diverse workplaces</li> <li>• Understanding and commitment to the Treaty of Waitangi and bicultural issues.</li> </ul>
It'd be great if you also have:	<ul style="list-style-type: none"> <li>• Knowledge of Public Benefit Entity International Public Sector Accounting Standards (PBE IPSAS)</li> <li>• Understanding of local government framework and legislation</li> <li>• Knowledge of relevant tax legislation</li> </ul>

Last updated July 2025



Porirua City Council supports an inclusive and welcoming environment and is a member of Diversity Works.