

Your Position

Your job	Financial Accountant Kaikaute Pūtea
Your group	Corporate Services
Your team	Finance
Your manager	Manager Financial Services, Peta Anderson
Your base	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 support to the Manager of Financial Services and the wider Finance team
- be the primary contact for assets
- assist with the Annual Report and Audit files
- prepare monthly balance sheet reconciliations

Who you'll be working with

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

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> • Reconcile work-in-progress and review for correct classification between opex and capex • Process all fixed asset transactions including additions, disposals, depreciation and revaluations • Reconcile the fixed asset register • Review all process documentation for assets including "How to" instructions and policies • Contribute towards monthly financial reporting, year end and audit • Assist the finance team as required • Other financial accounting duties as directed.
Relationship Management	<ul style="list-style-type: none"> • Maintain effective working relationships with all workers within Council as well as external vendors and members of the General Public that you interact with
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

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

Last updated January 2026



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