

POSITION DESCRIPTION

Position Title: Project Accountant

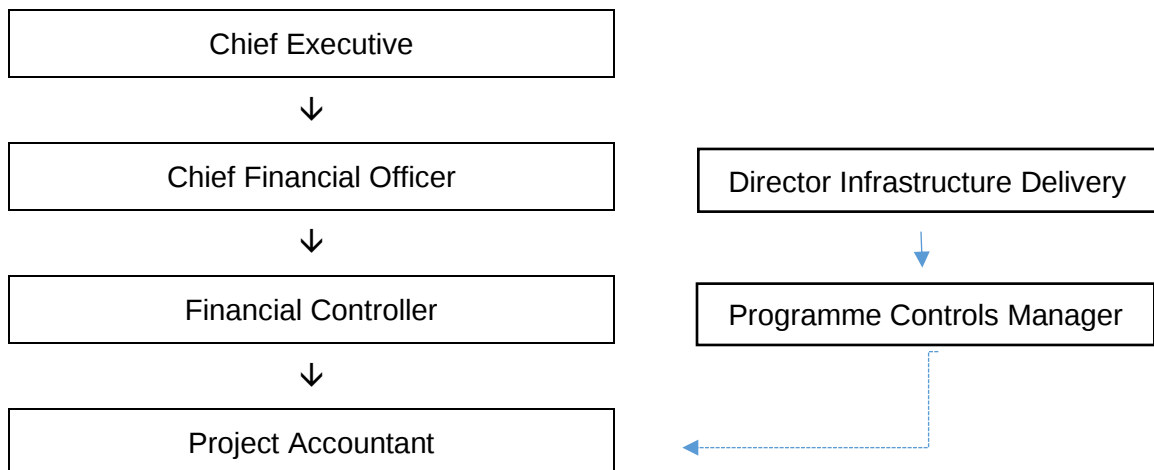
Work Area: Finance I Programme Delivery Office

Group: Finance I Infrastructure

Responsible To: Financial Controller

Responsible For: Nil

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora
Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki
Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Finance Group, but lives within the Infrastructure Group

The purpose of this position is to provide financial oversight, control and support across the infrastructure portfolio, ensuring accurate tracking, reporting, and forecasting of programme and project budgets. This role is critical to maintaining financial visibility and certainty for internal leadership, governance groups, and external funders such as NIFF and NZTA.

Working within the Programme Delivery Office, the Project Accountant ensures financial data aligns with delivery milestones, funding agreements, and strategic objectives. The role supports informed decision-making, compliance with financial obligations, and transparent communication of financial performance across the infrastructure programme.

As a **Project Accountant** within the Programme Delivery Office, you will play a critical role in ensuring the financial integrity, transparency, and performance of infrastructure projects. Your responsibilities will include:

Financial Management & Reporting

- Monitor and manage project budgets, forecasts, and actuals across the infrastructure programme.
- Prepare accurate and timely financial reports for internal and external stakeholders, including variance analysis and commentary including corrective actions.
- Support monthly, quarterly, and annual financial close processes related to capital projects.

Programme Visibility & Performance Tracking

- Collaborate with project managers and programme leads to monitor and manage financial data aligns with project delivery milestones and timelines.
- Develop and maintain dashboards and tools that enhance visibility of financial performance across the programme.
- Identify financial risks and opportunities, and provide proactive recommendations to improve cost certainty and value delivery.

Stakeholder Engagement & Communication

- Communicate financial insights clearly to non-financial stakeholders, enabling informed decision-making.
- Support the Programme Delivery Office in presenting financial outcomes and forecasts to governance bodies and funding partners.
- Assist in preparing business cases and funding applications with robust financial inputs.

Compliance & Controls

- Ensure compliance with financial policies, procedures, and regulatory requirements.
- Maintain audit-ready documentation and support internal and external audit processes.
- Uphold strong financial controls and contribute to continuous improvement initiatives.

Systems & Process Improvement

- Contribute to the development and refinement of project and financial systems, processes, and reporting frameworks.
- Identify improvements for future projects and financial lessons learned
- Champion automation and digital tools that improve efficiency and reduce manual effort in financial tracking.

Financial Accounting

- Financial systems, reporting and ensuring compliance with all finance related legislative statutory and audit requirements

- Ensuring all reporting, transactions processing are delivered in a timely and customer focused manner
- Review of monthly financial reports for use by the Leadership Management Team, Finance Team and budget managers
- Provide such other financial support, advice or projects as required by the Financial Controller from time to time that is within the expected knowledge, skills and abilities of the Financial / Management Accountant's role

Management Accounting

- Attending meetings and providing appropriate financial reports to business units and operational groups to enable them to operate in an efficient and business-like manner
- Provide monthly and quarterly financial reports for assigned Council activities
- Provide sound commercial advice, analysis and support to budget managers

Business Process Improvement

- Contribute and/or lead systems improvement projects with multi-disciplined team teams across Council
- Ensuring the continued development and improvement of the financial systems to meet business needs
- Facilitate continuous improvement culture

Other

- Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
- Accurate reporting and recording of all workplace injuries and incidents.
- Civil defence activities as required.
- Council has a code of conduct and a staff policy manual – staff are expected to comply with these, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the Manager from time to time.

Key work areas for which this position will have responsibility are:

Financial Reporting & Management Accounting Support

- Assists with the preparation of financials, notes and non-financial information for Annual Report and Annual Report Summary document
- Assisting in ensuring end of year programme runs to timetable
- Organise valuers and ensure revaluation programme and reports are on schedule
- Managing the Auditors financial requests and queries relating to the end of year audit, annual report and interim audit
- Supporting the internal audit programme and assist in financial and system requests by the auditors as required
- Assisting with business plans and financial analysis of projects and ensuring alignment with wider Council plans

- Providing advice & assistance to operational groups including co-ordination of their budgets.
- Participating in project teams & other ad-hoc project analysis as required.
- Managing sole-charge projects effectively
- Assist in reconciliations of Balance Sheet accounts in the general ledger including assistance with the managing of Fixed Assets
- Completing financial LGOIMA requests within the required timeframe
- Providing key input into the set-up of new Financial Systems
- Further development of the function of financial systems to achieve efficiencies and ensure optimum use of this resource
- Be fully engaged in teams implementing system changes or policies with regards Finance and or the wider Council

Important Functional Relationships

External

Ratepayers
External Auditors
Internal Auditors
FMIS Software provider
Professional Advisors

Internal

Finance Team members
Councillors
HDC Operational Groups
Project Teams

Committees/Groups

Risk and Audit
Subcommittee
Performance and Monitoring

Expected Behaviours

The Expected Behaviours detailed below form part of the performance appraisal programme for all staff.

All Staff

Commitment/Personal Accountability - works willingly to achieve quality outcomes on time.

Teamwork - works constructively with team members and/or other employees towards a common goal.

Customer Focus - puts the perspective of the customer (internal and external) at the forefront of the service process and works to create quality outcomes.

Effective Communications and Relationships - when exchanging information, is successful in sharing meaning and understanding between the person sending the message and the person receiving the message.

Planning and Organising - demonstrates a systematic and efficient approach to work to achieve desired outcomes.

Continuous Improvement/Innovation - seeks opportunities for, and encourages ideas that provide solutions to all types of workplace challenges.

Professional/Technical Expertise - Has the required level of professional and/or technical expertise for the position.

Supervisor/Manager Only

Coaching for Performance - serves as a source of advice, information, encouragement and support to employees, in order that they perform more effectively and reach their potential.

Leadership - models and promotes HDC's Vision, Mission, Values and Behaviours; sets and communicates the direction of their section accordingly; motivates and enables others to contribute to that direction.

Constructive Working Relationships with Elected Members - proactively develops effective relationships with elected members; works effectively with elected members to meet mutual goals and objectives.

Strategic Perspective - understands the context of HDC within the outside world; is aware of HDC's critical success factors; considers the "big picture"; and anticipates the long-term broader issues that affect HDC so as to influence the future.

Person Specification

Qualifications

- Accounting qualification needed along with membership of ICANZ or something similar.

Knowledge/Experience

- Must have experience in an accounting role, preferably withing a Construction/ Infrastructure environment
- Be able to demonstrate experience in internal and external reporting, budgeting and maintenance of fixed asset registers
- Be able to understand and apply statutory requirements (PBE,& GAAP)
- Should be able to demonstrate experience in liaising with and implementing key project improvement initiatives and liaising with senior management on accounting issues
- Have experience in working with large financial systems, including project management systems.
- Would be good to have had exposure to the use of business intelligence reporting

Key Personal Competencies

- An ability to gather, analyse and evaluate facts and to prepare and present concise oral and written reports
- Must be able to cope with pressure and deadlines effectively
- Should have a strong customer service focus and a problem-solving outlook
- Be able to understand the needs and expectations of Council and individuals
- Must have advanced skills in the use of spreadsheets (Microsoft Excel) and be familiar with the Microsoft office suite of software products i.e. Word, Outlook
- Must have strong analytical abilities
- Demonstrate accuracy in work tasks
- Have detailed knowledge of financial systems, business processes and be able to identify weaknesses and provide effective solutions

Personal Attributes

- Can work unsupervised and work well under pressure.
- Should be even-tempered.
- Have a good sense of humour.
- Be approachable and fair.
- Have lots of enthusiasm and a mature positive outlook.
- An ability to work unsupervised.