

## POSITION DESCRIPTION

**Position Title:** Project Accountant

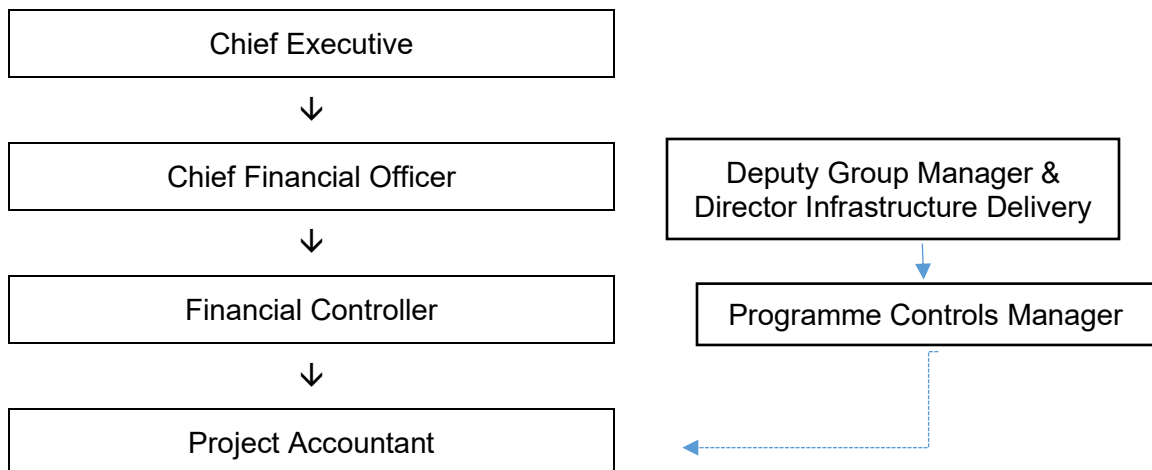
**Work Area:** Finance I Programme Delivery Office

**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 Māori. 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 project 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 including support for any Audits that may occur
- Assist in preparing business cases and funding applications with robust financial inputs.

### **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.
- Support a continuous improvement culture

### **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.

- Provide such other support, advice or projects as required by the Financial Controller /Programme Controls Manager from time to time that is within the expected knowledge, skills and abilities of the Project Accountant's role

## **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 for:**

### **Reporting & Accounting Support re Projects**

- Assists with the preparation of financials, notes and non-financial information for Annual Report and Annual Report Summary document as it relates to key outcomes from Projects
- Assisting in ensuring end of year programme runs to timetable
- Managing Auditors requests and queries as they relate to specific projects/Program Delivery Office
- Assisting with business plans and financial analysis of projects and ensuring alignment with wider Council plans
- Providing advice & assistance to PDO including co-ordination of their budgets.
- Participating in project teams & other ad-hoc project analysis as required.
- Support LGOIMA requests as needed within the required timeframe
- Providing key input into improvements to Project Systems/ERP
- Further development of the project accounting function to achieve efficiencies and effectiveness

## **Important Functional Relationships**

### External

Suppliers and Professional Advisers  
External Funding partners

### Internal

Project Controls Team and key members of the PDO leadership team  
Finance Team members  
Councillors  
HDC Operational Groups

### Committees/Groups

Risk and Audit Subcommittee  
Performance and Monitoring

# **Person Specification**

## **Qualifications**

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

## **Knowledge/Experience**

- Must have experience in a collaborative finance role, preferably withing a Construction/ Infrastructure environment
- Be able to demonstrate experience in budgeting, forecasting and provision of regular reporting for effective governance and business decision making,
- Be able to demonstrate experience in liaising with and implementing key project improvement initiatives from a financial perspective
- Have experience in working with financial systems, including project management systems.
- Experience with BI Analytical tools an advantage

## **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.
- Have a good sense of humour.
- Be approachable and fair.
- Have lots of enthusiasm and a mature positive outlook.
- An ability to work unsupervised.