

Finance Officer Payables

To ensure all expenditure is recognised, managed and paid in accordance with best practice.

ORGANISATION
NGĀ POU | OUR VALUES

 **POU 1. Manaakitanga**
The customer is at the centre of everything we do.

 **POU 2. Rangatiratanga**
We aspire to the highest standards.

 **POU 3. Whakapono**
We strive to be trusting and trustworthy.

 **POU 4. Whanaungatanga**
We act with courage, respect, kindness and empathy.

 **POU 5. Kotahitanga**
We embrace diversity and strive to be inclusive.

 **POU 6. Aroha**
We believe in and encourage each other.

 **RANGITIKEI**
DISTRICT COUNCIL

**He oranga Whenua,
He oranga Tangata,
He oranga Wairua.
Tihei Mauriora!**

**If our Land is cared for,
if People are looked after,
if the Spirit is strong,
we can build a
better future for all.
Let there be life!**

Making this place home

Our expectations

As part of the Rangitikei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational values, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team, and
- deliver our services in a way that is best for the district (as opposed to best for the Council)

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

Finance Officer Payables – that's your primary role at Rangitikei District Council. But working with us is much more than simply completing the task – it's about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We're crafting a new way of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

What you will do

- Maintain Council's positive reputation with vendors and suppliers via the effective management of Council's Accounts Payable function
- Direct involvement with the raising/processing of purchase orders, credit card transactions and other payments, including treasury related transactions as directed.
- Provide training to RDC staff on the purchase order system and process including guidance on initiating, approving and maintenance of purchase orders
- Assist in the management of, and the ongoing streamlining and improving of, Council's Accounts Payable function
- Assist with administration of the financial delegations to ensure these are maintained and comply with RDC policies and procedures
- Respond to customer enquiries / requests for information as required to ensure a high level of service is provided.
- Keep management informed of any identified unusual transactions and/or large volumes of upcoming payments
- Comply with relevant legislation, policies, bank and auditing requirements including tax compliance checks of revenue and payments to ensure accuracy of records are maintained
- Provide back up and assistance to the Finance Team as required
- Ensure relevant processes/work instructions are documented and reviewed regularly to ensure they remain current, identifying areas for process improvement and upload to Promapp

Health and Safety

- Accurately and promptly report all accidents, incidents, near misses, hazards and risks by the end of the working day
- Keep yourself and others safe
- Adhere to all Council Health & Safety policies, procedures and guidelines

What we all do

- Grow and develop resilient customer focussed staff, within a culture based on personal responsibility
- Provide a safe, flexible and supportive environment, where performance is recognised and success is celebrated
- Embrace training and professional development opportunities for continuing improvement
- Undertake Civil Defence Emergency Management responsibilities if required

Our customer commitment

We strive to deliver excellent customer service by:

- Understanding and anticipating needs
- Dealing with enquiries promptly and fully
- Providing quality support and information
- Communicating changes to services in advance

We will:

- Welcome, listen and treat everyone respectfully
- Acknowledge and follow up all complaints and requests for service, and provide a timely response
- Seek feedback on the service received so we can continue to improve what we do

What you will bring

- Relevant experience in office systems and accounts payable environment
- Numerical and analytical skills
- Strong written and verbal communication skills
- Financial literacy, with ledger accounts experience an advantage
- Ability to learn and adapt to new systems and processes



- Ability to work effectively and efficiently and to set and meet appropriate standards and deadlines
- A strong team player with proven ability to work well with and interact successfully with other people
- Ability and willingness to learn and adapt to new technology and software in a continuously changing environment
- Thorough understanding and advocacy for the principles of customer first.