

## Senior Accountant – Fixed Term

To provide accounting support to the Manager Finance and Partnerships during the Local Water Done Well (LWDW) transition, including for the establishment of the new CCO



**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.

Senior Accountant – 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

- Supporting the Manager Finance and Partnerships to ensure the business runs smoothly as we prepare for the transition of our three waters to the new CCO.
- Reconciliation of all outstanding internal and external borrowings attributable to 3 Waters at the point of asset transfer to the new CCO
- Reconciliation of all work in progress associated with 3 Waters at the point of asset transfer to the new CCO
- Reconciliation of all liabilities associated with 3 Waters at the point of asset transfer to the new CCO
- Assist in the identification of any open contracts and identify any contingencies/penalties that need to be considered as part of the migration to the new CCO
- Monthly accounting associated with collating RDC's CCO setup costs to be transferred to the new CCO
- Identification and reconciliation of any reserves to be transferred to the new CCO
- Accounting and uplift of any GL accounts impacted by the transfer of assets, loans etc to the new CCO
- Identification of any applicable rating accounts either in arrears or paid in advance that should transfer the new CCO upon transfer of revenue raising responsibility
- Administration of any interim invoicing arrangements between RDC and the new CCO until final transfer of function to the new entity
- Determination of the net shareholders equity for RDC upon transfer of all applicable assets and liabilities
- As necessary, assist in the preparation of other RDC financial information and reports as and when required, including supporting / backing-up the Manager Finance and Partnerships in day-to-day processes in their absence.

## 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

- Tertiary level qualification (degree), with an accounting major
- A minimum of three years' experience in an intermediate level accounting role, ideally within a local government environment



- Ability to work effectively and efficiently and to set and meet appropriate standards and deadline
- Experience in managing large data sets and modelling and analysis of financial information
- A high of accuracy and the ability to sense test modelling outcomes
- 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