

POSITION DESCRIPTION

Date: October 2018

Ref: POS

POSITION:	Reporting Officer
GROUP:	Corporate Services
RESPONSIBLE TO:	Manager Accounting Services
LOCATION:	Kaikohe, Kerikeri and Districts
DIRECT REPORTS	Nil
KEY RELATIONSHIPS:	Professional service providers including OAG appointed auditors, Northland Councils, other strategic 3rd party partners, FNDC management and staff.
AUTHORITIES	Nil

Purpose of the Position

The purpose of Reporting Officer role is to provide professional and client focused approach to:

- Fulfil reporting requirements in line with established business processes.
- Undertake the required and prescribed reporting activities to a range of key stakeholders in a complex, distributed environment to deliver a reliable, quality and accurate service.

Accountabilities

- Generate and distribute regular and ad-hoc reports to a range of stakeholders within Council to meet approved requests for data or provide agreed performance reports.
- Apply quality and control measures to identify and troubleshoot data and presentation anomalies prior to distribution of reports and information.
- Support the continual improvement of accounting processes through the Accounting Services reporting process framework.
- Support the maintenance of security, quality and integrity of finance data by escalating identified data issues within Accounting Services.
- Develop queries to obtain data extractions from within the XL One reporting solutions to provide key stakeholders with (simple) new or ad-hoc reports.



- Assist in the implementation of proposed recommendations within Business Intelligence for progression and enhancement of reporting business processes.
- Work collaboratively and proactively with team members of Financial Services team and other business areas, not limited to Corporate Planning team, to meet service, legislative and regulatory timeframes.
- Develop with the Manager Accounting Services and Chief Financial Officer a schedule for Council's internal and external monthly, quarterly, half year and annual reporting work plan.
- Ensure templates and formats are reviewed, improved and updated in XL One.
- Contribute to Council's Long Term Plan, Annual Plan and Annual Report preparation, both financial and non financial.
- Collate performance management data, monthly, quarterly and annually, to enable assessment of actual performance for Council and Committee reporting.
- Support and work closely alongside the System & Project Accountant and Business Intelligence team to develop reporting for Council.
- Other tasks/projects as may be delegated from time to time.
- Contributing to Council Civil Defence duties if required.
- Having a commitment to Health & Safety as detailed in our policies and guidelines and as defined by the Health & Safety in Employment Act to ensure compliance.

Competencies

Career Drivers

A strong desire to achieve results combined with a high work ethic, focusing on achieving a tangible result. Enthusiastically taking responsibility for solving challenging work problems you also set challenging goals for yourself and are willing to take calculated risks to attain these goals. You place importance on constructive feedback on your performance and are committed to your own personal development and objectives.

Communication and Influence

You have a willingness to influence, lead or direct others when necessary. You are able to assess situations quickly and make informed and timely decisions, balancing importance against consequences. Your communication style allows you to communicate with diverse groups in a clear and concise manner.

Problem Solving

You are likely to be innovative, flexible and prefer variety. Usually a thoughtful and timely decision maker, you generally think before doing and you are concerned with quality and quantity of output. Reasonably analytical, you are interested in problem solving.

Relationship Management Style

You show the appropriate level of control and assertion when required, matching style to situation and being concerned with maintaining working relationships while getting the job done. You show good judgment in intervention and timing when team performance is under threat, showing a willingness to collaborate or compromise when necessary to maintain direction.



Workplace Management Style

When tasked with working in a non-structured environment you are able to create a structure and effective processes that will support the required level of detail and care. Your organisational style is effective rather than efficient with a strong focus on prioritisation.

Person Specification

Professional Knowledge and Skills

- CA/CPA qualified or part-qualified with demonstrable accounting experience and strong intellectual curiosity
- Local Government experience would be advantageous
- Ability to effectively adapt to change outside and within the organisation
- Experience in the provision of service delivery in an environment that is dependent on information systems for successful completion
- Excellent Microsoft Excel / report collation and development skills
- Ability to work unsupervised, with the drive to understand complex, multi-faceted scenarios from a financial perspective
- Prepared to work flexibly to achieve deadlines and multi-task, re-adjusting priorities and delivering accordingly
- Strong interpersonal skills with the ability to work in cross-functional teams and to influence others at all levels of the organization
- Understanding of, and strong drive for, continuous improvement and establishment of best practice
- Experience and proficiency in the use of Microsoft Office applications (Excel, Word, PowerPoint)

Professional Behaviours

- Enthusiasm and commitment to excellence in customer service
- High level relationship development, management and customer facilitation skills
- Excellent interpersonal skills with the ability to demonstrate good working relationships with people from diverse backgrounds and obtain collaboration and cooperation, both internally and externally
- Strong personal organisation and time management skills (able to meet timetables and deadlines)
- Ability to keep up to date with developments and initiatives
- Strong business acumen with ability to understand business fundamentals and implications of change
- Ability to effectively adapt to change within the organisation
- A team player with the ability to work independently when required

Organisational Values

The holder of this position is expected to consistently demonstrate the behaviours described below:



Integrity (Trust, Honesty, Transparency, Reliability, Ethical, Fairness, Openness)

We are driven by our commitment to enabling growth and development in our people and our community and not by personal gain or alliances with vested interests. We protect and promote the reputation of FNDC. We are honest and act with fairness. We do not tolerate unethical behavior; we challenge it as a matter of personal responsibility, regardless of our position in the organization.

Manaakitanga (Teamwork, Empowerment, Empathy, Awhi, Unity, Support, Courtesy, Respect)

We treat our colleagues, community and Council with understanding and sensitivity. We value diversity and draw upon the different strengths, cultures, ideas, experiences and talents of people. We provide equal and fair opportunities for employment, career development and learning. We ensure a positive and energizing work environment.

Professionalism (Consistency, Tikanga, Motivation, Ownership, Positivity, Innovation, Collaboration)

We demonstrate high levels of professionalism in our work and reward merit. We use the most appropriate skills and competencies, continually seeking opportunities to improve through innovative approaches. We, work collaboratively towards our common goals of serving our Council, community and colleagues regardless of individual roles or functions. We share our knowledge of best practices with colleagues at all levels to enhance the quality of our services.

Measures of Performance

An annual review of performance will be conducted by your manager. Success in this role will be measured by:

- Demonstrated performance against the accountabilities listed above.
- Exhibiting the professional behaviours, competencies and organisational values and delivering on objectives.
- Ability to operate within our policies and procedures and as defined by the Health & Safety in Employment Act to ensure personal, team and public safety.