

## Your Position

<b>Your job</b>	<b>Finance Officer – Accounts Payable</b> <b>Kaiārahi Pūtea - Kaute Nama Atu</b>
<b>Your group</b>	Corporate Services
<b>Your team</b>	Finance
<b>Your manager</b>	Team Leader Financial Services, Kristina Cook
<b>Your base</b>	Council premises within Porirua

## What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

### Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

### How we work together:

- Whakakotahi - Team up  
Mā te mahi tahi e puta ai he hua ki tō tātou hapori  
Together we make a difference for our community
- Mahi Atamai - Work smart  
Ka whakapātari i a tātou anō kia pai ake ai ngā hua  
We challenge ourselves to do things better
- Whakatinanatia - Make it happen  
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga  
We use our energy and skills to get things done

## Your team's purpose

Corporate Services' purpose is to:

- provide advice and management on everything relating to Council's financial planning, budgeting, management and reporting activities
- provide advice and management on procurement, the negotiation of commercial arrangements, Council's property portfolio, and the delivery of programmes and projects
- provide information and technology advice and services
- drive the improvement in customer services and the customer experience, ensuring that each customer interaction lives up to Porirua City values / identity
- provide other internal administrative services.

## Your purpose

The Finance Officer's role is to:

- ensure the accurate and timely processing of financial transactions into the Council's financial systems in accordance with Council policy and processes
- provide a high level of customer service to all external and internal customers

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"><li>• None</li></ul>
Your indirect reports	<ul style="list-style-type: none"><li>• None</li></ul>
External people and groups	<ul style="list-style-type: none"><li>• Creditors/Suppliers</li><li>• Financial Institutions</li><li>• Porirua Ratepayers</li><li>• Debtors/Customers</li><li>• Solicitors</li><li>• Debt Collection Agencies</li></ul>
Internal people and groups	<ul style="list-style-type: none"><li>• Executive Leadership Team, managers and staff at all levels of the organisation</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<p>The Accounts Payable finance officer will have a focus on ensuring all Councils debt is paid promptly and providing high level of customer services to all customers.</p> <p><b>Accounts Payable</b></p> <ul style="list-style-type: none"> <li>• Maintain creditor masterfile data</li> <li>• Process files to/from Paperless (PAP) and match transactions to enable timely payment. Process all non-standard payments e.g. investments, land purchases, donations etc.</li> <li>• Provide support and training to users on electronic purchasing order (EPO) processes</li> <li>• Process payment run, direct credit and send remittances.</li> <li>• General accounting and process general ledger journals</li> <li>• Complete balance sheet reconciliations</li> <li>• Provide reporting from financial systems</li> <li>• Test key financial processes for new systems and upgrades of existing systems.</li> <li>• Administer financial systems e.g. Flexipurchase for Purchase Card, Westpac Business Online</li> </ul> <p><b>Commitment to team</b></p> <ul style="list-style-type: none"> <li>• Other tasks as required</li> </ul> <p><b>Continuous Business Improvement</b></p> <ul style="list-style-type: none"> <li>• To ensure that Council maintains best practice in financial management &amp; reporting through continuous review of financial policies, systems and procedures</li> </ul> <p><b>Business Continuity</b></p> <ul style="list-style-type: none"> <li>• To ensure that Council can maintain its services during a period of business interruption or declared civil emergency with regard to the provision of financial transactions</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment of our vision, strategic directions, values and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event</li> </ul>

## Your skills, experience and qualifications

<p>It's essential that you have:</p>	<ul style="list-style-type: none"> <li>• Proven experience in accounts payable</li> <li>• Related experience in accounting procedures and systems</li> <li>• A service orientation towards internal and external clients</li> <li>• Excellent communication skills</li> <li>• Ability to pick up new systems quickly</li> <li>• Able to deal with customers in a professional manner</li> <li>• Able to work in a team and obtain co-operation from work associates</li> <li>• An understanding of the work involved in reconciling General Ledger accounts to source ledgers/documentation and the ability to investigate and clear reconciling items.</li> <li>• Competent user of Microsoft products e.g. Excel, Word and Outlook</li> <li>• Able to work with a minimum amount of supervision</li> <li>• Able to plan and prioritise workload and to work under pressure</li> <li>• Have good numeracy skills and be able to produce accurate work and meet deadlines</li> <li>• Able to work steadily, efficiently and dependably and checks work thoroughly for errors and omissions</li> <li>• Able to analyse problems and identify solutions</li> <li>• Able to develop and document procedures and processes</li> <li>• Understanding and commitment to health and safety in the workplace</li> <li>• Understanding and commitment to diverse workplaces</li> <li>• Understanding and commitment to the Treaty of Waitangi and bicultural issues</li> </ul>
<p>It's desirable if you have:</p>	<ul style="list-style-type: none"> <li>• Experience processing large volumes of invoices</li> <li>• Experience in EPO and paperless AP processing</li> </ul>

Last updated May 2023



Porirua City Council supports an inclusive & welcoming environment & is a member of Diversity Works