

**JOB DESCRIPTION**  
**July 2025**

**Title & Reporting Relationships**

<b>Position Title:</b>	<b>Team Leader Financial Transactions, Te Kaiārahi Rōpū Whakawhitinga Ahumoni, Finance Team, Corporate Services Group.</b>
<b>Grade:</b>	SP 16
<b>Reports to:</b>	Manager Financial Accounting
<b>Direct Reports:</b>	Up to 4 FTE
<b>Purpose of the Group and the Position:</b>	<p><b>The Corporate Services Group</b>, comprises: Digital Solutions; Finance; Governance and Legal Services; and Risk and Assurance.</p> <p>The Corporate Services Group is responsible for providing the strategic management and robust effective operation of all financial management, information and technology management, governance and legal services as well as ensuring organisation wide risks are assessed and monitored.</p> <p>Within this Group the Team Leader Financial Transactions role works within the Finance team to provide effective corporate planning, performance monitoring and reporting, financial management and processing, rates levying and management, and audit and financial risk management.</p> <p>The Finance Team provides high quality, timely, effective advice and support across the organisation – including to Elected Members, Committee's and Community Boards - to ensure we are able and informed to deliver on Annual Plan outcomes and planning for input into Long Term Plan.</p> <p>The Team Leader Financial Transactions will work with the Manager Financial Accounting to support the Chief Financial Officer in the provision of financial leadership to the Council. This role is responsible for the management and oversight of the following functions:</p> <ul style="list-style-type: none"> <li>• Accounts Payable</li> <li>• Central Accounts Receivable</li> <li>• Banking</li> <li>• Cash handling processes</li> <li>• Tax compliance (GST, WHT, FBT)</li> <li>• Streamlining systems and processes relating to these areas</li> <li>• Financial Accounting advice</li> </ul>

<b>Internal Customers:</b>	Manager-Financial Accounting Chief Financial Officer Group Manager Corporate Services Manager – Financial Planning and Performance Rates Manager Finance Group staff Asset, Activity and Budget Managers Group Managers
<b>External Customers:</b>	SOLGM Other Local Authorities Other professional advisors

### KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, Council must be well positioned and supported to meet the current and future needs of our communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is cost-effective for businesses and residents. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influences how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

We require all staff to demonstrate behaviours that underscore our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers' needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of Te Tiriti o Waitangi within the context of a local authority.

### Functional Key Requirements

#### Leadership

- Influence and champion changes within the Finance Team to encourage initiative and commitment and an evolving, dynamic and collaborative environment.
- A working and collaborative leader, flexible, supportive, empowering and help the individual team members achieve their professional and organisational goals.
- Lead and encourage the team and oneself to look for personal and professional development opportunities to improve the individual, the team, and the performance and delivery of the service.
- Work with each team member to facilitate the delivery of their agreed services and work programmes through regular one to one meetings and through development of performance reviews.

#### Operational Finance Systems and Controls

- Ensure operational finance systems (including accounts payable, receivable, banking and other transactional processes) are fit for purpose and effective
- Ensure transactional workflows and processes are operating appropriately, and exceptions are identified and resolved appropriately.
- Maintain, monitor and review Council's financial internal control systems to ensure effective processes are established and maintained and are up-to-date to meet the standards set by generally accepted accounting principles and the various Parliamentary Acts which the Council is required to comply with.

- Ensure system user authorities and the purchase order system are maintained in accordance with approved financial delegations.
- Ensure all financial activity is conducted in accord with current policy and procedures.
- Ensure the Finance team is employing a best practice ideology with their approach and application to their roles.
- Assist with the internal and external audit of the Councils financial transactions and implementation of audit findings and recommendations.
- Review and develop Council strategies to ensure the Finance team have Business Continuity Plan in place, documented and fit for purpose.
- Ensure the integrity of the Councils general ledger and subledgers through being the Finance teams Subject Matter Expert (SME) in relation to the satellite accounting sub systems.

### **Tax and Legislative Compliance**

- Ensure compliance with Council statutory taxation obligations (e.g. GST, WHT and FBT etc.).
- Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).
- Preparation/review of Council's monthly GST, WHT and quarterly FBT returns and submission by due date to IRD.
- Preparation/review of schedular tax returns and submission by due date to IRD.
- Ensure all tax related payments to the IRD are made by due date.

### **Financial Systems**

- Ensure the interface of the Envibe, Spydus and Datascape Hall Bookings subledgers maintains and enhances to the overall integrity of the General Ledger.
- Develop and monitor reporting systems to highlight the compliance/non compliance with the General Expense corporate policy and other reports as required through the Internal and External audit recommendations.
- Ensure access to sensitive information that is stored on Councils sharepoint is restricted to those with appropriate authorisation.

### **Financial Management**

- Ensure all financial activity is conducted in accord with current policy and procedures.
- Ensure you work within your financial delegation.
- Assist with the Internal and External audit of the Council financial controls
- Escalate and breaches in corporate policies immediately to both the Manger Financial Accounting and Chief Financial Officer.
- Ensure the accurate interface of satellite business subledgers, maintaining the integrity of the General Ledger.

### **Personal Key Results**

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively, and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self-development to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of Te Tiriti o Waitangi and its application for the Council.

### **Health and Safety**

Our leaders are expected to be champions for health & safety excellence. All employees have a responsibility to work towards keeping a safe and healthy work environment by following safe work methods, identifying workplace hazards and risks, using appropriate safety equipment, and complying with all policies and procedures that are in place. Employees must take reasonable care of their own health and safety and ensure their actions or inactions do not cause harm to themselves or others.

Expectations of manager responsibilities for health and safety include but are not exclusive to;

- Visibly demonstrating to their team and stakeholders that good health and safety practices are an integral part of the Council culture
- Integrating health and safety requirements and expectations into daily business making decisions
- Proactively monitoring the resources required achieve agreed health and safety performance targets
- Reviewing health and safety performance with an inquiring mind, looking to understand and gain insight and assurance that risk is being effectively managed and balanced along with other Council priorities
- Hold self to account through setting clear expectations and performance goals that enable each person to contribute towards making Council a safe and healthy place to work.

At the discretion of the Council, as part of a rehabilitation program, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

### **Essential Skills, Knowledge and Experience**

- Demonstrated experience in tax compliance and governance processes.
- Experience in improving financial processes, policies and procedures.
- Demonstrated leadership and management experience.
- Competent user of MS Office, in particular MS Word and MS Excel.
- Demonstrated analytical and conceptual problem solving skills.
- Effective interpersonal skills with a demonstrated commitment to customer service and willingness to and capability for working with a wide range of people within and outside the organisation.
- Effective time management skills and ability to prioritise work across the team, and for oneself effectively.
- Ability to build and maintain effective and collegial working relationships.
- Ability to communicate, influence, train and work effectively with a range of people across differing situations.
- Knowledge, understanding and awareness of Maori issues and perspectives.
- Demonstrated computer literacy and ability to effectively use MagiQ Performance and other business improvement tools.

### **OTHER INFORMATION**

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

### **Te Tiriti o Waitangi**

Kapiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti will contribute towards creating an organisation that is grounded, dynamic and resilient and supports our organisational values of being Caring, Dynamic and Effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for matters related to and important to them within the Council management processes and procedures.

Inclusion of Te Tiriti o Waitangi within all aspects of the role and its outcomes is necessary, while ensuring the engagement processes include appropriate mechanisms to meet the needs and aspirations of our hapori Māori, informed by our mana whenua partners – in an appropriate and safe manner.

To give effect to our responsibilities and achieve our respective outcomes – Tiriti training will be appropriate and organised through Te Rōpū Hononga ā-Iwi / Iwi Partnerships Group.

#### **Civil Defence, Emergency Management and Business Continuity Duties**

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.) Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

#### **Performance Review**

Performance in this position will be assessed in terms of an agreed performance plan.

## JD APPENDIX - GENERIC ORGANISATIONAL COMPETENCIES

<b>Leadership</b>	<ul style="list-style-type: none"> <li>• All employees of the Council are expected to be leaders in supporting the Council's vision, role modelling the delivery of consistent high customer service levels to internal and external customers and championing Council values.</li> <li>• Leaders are expected to actively contribute to achieving the Council's aspirations with respect to the relationships with Te Āti Awa ki Whakarongotai, Ngāti Toa Rangatira and Ngā Hapū o Ōtaki; and be willing and able to provide thought leadership and quality advice to enable our elected members to make good decisions.</li> <li>• <b>People Leaders</b> are expected to: effectively build and maintain an engaged, healthy, thriving and high performing team; ensure their people are current in their knowledge of legislation and training is available to keep pace with best practice.</li> <li>• Ensure people policy and practices are consistently observed and implemented and opportunities exist for ongoing professional growth and development; ensure their people are consistently working collaboratively with other Council teams in the delivery of operational and strategic outputs; effectively manage day to day work output and timeframes; schedule and conduct regular team meetings to enable opportunities for team members to be informed and up to date in their areas and those areas that cross over with other teams.</li> <li>• Ensure individual team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner; ensure adequate provision of backup/cover for team members; establish an effective performance culture within their team, including ongoing performance appraisals with clear performance indicators and consistent standards.</li> <li>• Team Leaders/Supervisors/Managers are accountable for the leadership, support and coaching of their team members, the fostering of a teamwork approach to the delivery of both the team and the Group's outputs, and the identification of training and development as appropriate; enable, create and encourage linkages across the Council and the region for the benefit of all, the delivery of work programmes and the achievement of strategic priorities; embed strong leadership within their team and across the wider Council leadership group that drives increased diversity, engagement, capability and performance.</li> </ul>
<b>Legislative Compliance</b>	<ul style="list-style-type: none"> <li>• Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).</li> </ul>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.</li> <li>• Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.</li> <li>• Ensure Council processes and procedures are complied with.</li> </ul>

<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organisational values.</li> <li>• Always maintain confidentiality.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required.</li> <li>• Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises.</li> <li>• Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.</li> <li>• Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Ensure all financial activity is conducted in accord with current policy and procedures.</li> <li>• Ensure you work within your financial delegation.</li> </ul>
<b>Monitoring and Reporting</b>	<ul style="list-style-type: none"> <li>• Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.</li> <li>• Review, monitor and report on activity or projects as required by the manager.</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Build and maintain effective professional working relationship with all key stakeholders.</li> <li>• Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.</li> </ul>
<b>Information Management</b>	<ul style="list-style-type: none"> <li>• Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.</li> </ul>