

A large falcon is shown in flight, its wings spread wide, positioned centrally over the page. The background features a building with a geometric pattern of triangles in shades of blue, grey, and black. The overall design is modern and dynamic, with large diagonal shapes in blue and dark blue framing the content.

Finance Transactional Administrator

Finance

About us

Our purpose is to improve the wellbeing of Hamiltonians. To fulfil our purpose, we need to become the leading community-focused Council, so that Hamilton's full potential can be unlocked – making it the best place to live.

Our staff are at the heart of everything we do. We value *kia urutau* (adaptability), *kia ngaawari* (simplicity), *kotahitanga* (inclusiveness), *kaitiakitanga* (guardianship), and *kia manawanui* (ambition). These values drive the way we think about how we do our work to stay true to our purpose. We need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance.

About the position

This position sits within the **Finance group**. This group manage and support all the financial side of things – rates, outgoing and incoming payments, procurement, insurance and accounting. Read on to find out more about the role.

What you will do

In this role, you will:

- Provide the necessary support functions associated with property rates, rebates, receipting, payables, invoicing, and sundry receivables.
- Represent the Finance Unit as a subject matter expert, you will assist our external customers and provide support to the wider business, ensuring we meet our obligations and timeframes.

Reports to	Financial Support Services Manager
Responsible for (total number of staff)	Nil
Delegation	\$
Budget	\$

Key responsibilities

Some of the **key responsibilities** for this role include:

- All money received across our business is receipted appropriately and reconciled.
- The organisations Bank Rec is maintained daily. Annually this comprises of around \$1b total transactions. Data entry is accurate, with a lens of maintaining our master data quality.
- Our vendor invoices and workflows are managed to enable our business units to approve on time payments. This can be in excess of \$500m annually.
- We provide training and support to our internal business users, while ensuring self-help material is available and up to date.

- Our debtors are followed up and provided with all information required to enable payment. This role also provides support to our Debt Management Administrators. HCC invoices approximately \$0.5b of rates and sundry invoices each year.
- We have informed customers, who receive timely, knowledgeable responses to queries both in person and via email. We receive more than 30,000 emails each year covering many types of queries.
- Support the outcomes of our Annual and Long-term plans by providing our customers with information and context around decisions making and further assist by providing payments options and arrangements. We assist customers with rates rebates and complete all transactional processing. We process up to 3,000 rates rebates per year, assisting our ratepayers to the value of more than \$2m each year.
- We have a shared knowledge, allowing for a fluid approach to managing our workload.
- Support is provided to specialist staff, and other administrative functions within the Finance Unit are completed as required.
- We strive to implement organisational efficiencies and look for further ways we may be able to support the business.

How you will do this

Our team culture is critical to our success. It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

Your mindset, skills, knowledge, and experience

You actively work at being the 'best version of you' and your mindset and behaviours have a positive impact on others.

You bring to the role

- A proven track record of thinking differently, acting with integrity, working together, and making it happen.
- Self-awareness that mindset is the foundation of performance and an ability to develop self and others in this regard.
- Externally recognised qualification plus experience, or minimum of 18 months experience in an accounts-based role.
- Highly developed interpersonal and communication skills with the ability to work effectively with a diverse range of stakeholders (internal and external).
- Exceptional attention to detail and data entry accuracy.
- Good, generalised knowledge of business and accounting practices.
- Excellent time management skills.
- Willingness to learn and adapt to change.
- Ability to operate independently, anticipate requirements and monitor workload.
- Full, clean, and current driver license.
- Experience working in local government (preferred, but not essential).

Health, safety and wellbeing

All of our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and wellbeing programmes and initiatives as required.

Civil Defence

Completes Civil Defence training and participates in events as required.

Note: *This position description is a broad outline of the key activities and responsibilities for this role. Key responsibilities may vary from time-to-time, at the request of the manager, to accommodate the operational needs of the team.*