

SHAPING AN
AWESOME
HAMILTON



FINANCE TRANSACTIONAL ADMINISTRATOR

FINANCE SERVICES

WHY WE ARE HERE

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

The following values - kia urutau/adaptability, kia ngaawari/simplicity, kotahitanga/inclusiveness, kaitiakitanga/guardianship, and kia manawanui /ambition are what make our thinking and mindset unique to Hamilton, so we need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance. Our people are at the heart of everything we do.

WHY THIS ROLE EXISTS

This position sits within the Finance Services Group. The purpose of this group is to support the business to achieve our mission.

WHAT YOU WILL DO

To allow the flexibility of managing our workloads, the Finance Transactional Administrator encompasses a diverse range of functions across our Financial Support Services Team.

As custodians of high value / high volume financial transactions, including receivables and payables, we are responsible to ensure that all transactional processing is studiously managed. We get it right the first time and reconcile regularly.

Our transactional data is a key element to ensure the success of our organisation and the accuracy of our customer information is integral.

You will provide the necessary support functions associated with property rates, rebates, receipting, payables, invoicing, and sundry receivables.

Representing the Finance Services Group 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	Finance Transactional Team Leader
Responsible for (total number of staff)	
Delegation	\$
Budget Responsibility	\$

KEY OUTCOMES

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

- All money received across our business is receipted appropriately and reconciled.
- 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.
- Our debtors are followed up and provided with all information required to enable payment.
- We have informed customers, who receive timely, knowledgeable responses to queries.
- We assist customers with rates rebates and complete all transactional processing.
- 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 licence.
- Experience working in local government (preferred, but not essential).

HEALTH AND SAFETY

- 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 initiatives and programmes as required.

CIVIL DEFENCE

- Completes Civil Defence training and participates in events as required.