

## POSITION DESCRIPTION

**Title:** Assistant Accountant

**Created:** March 2017

**Code:** 20003

**Division:** Finance

**Responsible to:** Financial Controller

**Location:** Wellington

### Purpose:

Support the Finance team with financial processing, reporting and compliance activities to meet evolving business requirements.

### Accountabilities:

- Manage end to end processing of fixed assets and capital projects.
  - Manage the Fixed Asset Register and capital work in progress to provide accurate and timely monthly reporting
  - Ensure Fixed Asset records, including barcodes, are well maintained and regularly audited as required. Provide advice and guidance to managers on fixed asset matters to ensure effective management reporting.
- Assist with month end reporting requirements to ensure appropriate financials records are maintained. This includes assisting transactional accounting, completion of journal entries, and the monthly accounting processes.
- Performing and documenting reconciliations, investigating and resolving differences, and escalating any issues.
- Manage the business credit card administration processes and reporting, including card issuing and limit control with appropriate approvals, entering credit card transaction information into the GL.
- Provide cover for Accounts Receivable and Accounts Payable. Assist these areas when required.
- Collaborate with the Programme Office to ensure Finance team work in progress aligns with project reporting tools. Assist Programme Office provide managers with ongoing project understand monthly reporting and budget management information.
- Contribute ideas on systems, processes and procedures, to ensure high levels of reliability and credibility for the team. This includes maintaining procedures for own role to ensure minimum disruption in times of absence.
- Undertake other duties as requested by Manager or delegated substitute.

## Key Relationships:

### Internal:

- Finance Team
- Executive Team
- Cost Centre Managers
- Programme Office

### External:

- Auditors
- Customers
- Suppliers

### Staff Responsibility:

Direct Reports: NIL

Indirect Reports: NIL

### Financial Responsibility:

Budget: NIL

Delegated Authority: NIL

## Person Specification:

### Knowledge, Skills & Qualifications:

- An appropriate tertiary qualification for the role.
- Understanding of general accounting concepts
- Experience in financial reporting would be useful
- Analytical experience and skills. Able to interpret detail and understand the big picture
- Practical knowledge of accounts payable, accounts receivable and fixed asset processes
- Able to manage own time effectively, prioritise and plan ahead to meet deadlines
- Good level of computer skills e.g. Excel/Word
- Demonstrated ability to keep records and information confidential and properly maintained
- Operates with a high degree of accuracy and an eye for detail with the ability to maintain accuracy under pressure
- Able to build and maintain effective working relationships
- A team player and can-do attitude. Ready and willing to contribute to a team effort
- Good verbal and written communication skills
- Applies a customer service approach
- Understanding of Kypera Financial Software or similar would be useful, but not essential

**Note: The requirements of this position description may change from time to time to meet operational or other requirements**

Our Values	Values in Action (our behavioural competencies )	Values Descriptor
<p><b>ADAPTABILITY AND FLEXIBILITY</b></p> <p>To be flexible and adaptable in response to, and ahead of, changes in conditions and stakeholder needs.</p>	<p><b>Embrace Change</b></p> <p><b>Optimise our Business</b></p>	<p>Recognises that change is at the core of our business. Knows how to make change work, by thinking ahead or being open minded to new ideas.</p> <p>Makes the most of our business opportunities. Is responsive, makes smart decisions and positions our business to achieve its goals.</p>
<p><b>THE POWER TO SHINE</b></p> <p>Having the skills, abilities, drive and support to do a great job.</p>	<p><b>Recognise Success</b></p>	<p>Takes the initiative to bring out the best in themselves and others. Celebrates successful outcomes.</p>
<p><b>EVERYONE IS VALUED</b></p> <p>To appreciate equally the value of everyone working at MetService and their individuality.</p>	<p><b>Collaborate</b></p> <p><b>Respects All</b></p>	<p>Actively contributes to a work environment where together we achieve our goals. Openly communicates and cooperates with colleagues, customers and suppliers.</p> <p>Recognises and shows a genuine appreciation for the strengths and opinions of others. Engages in debates in a respectful manner.</p>
<p><b>ACHIEVEMENT</b></p> <p>To achieve something noteworthy and admirable through meeting challenges both personally and professionally.</p>	<p><b>Take Ownership</b></p>	<p>Takes responsibility for their own decisions and actions. Always works with the best business interests of MetService at heart.</p>
<p><b>FREEDOM TO ENJOY LIFE</b></p> <p>Working for a financially successful company with a sustainable future.</p>	<p><b>Support Growth</b></p> <p><b>Enable Innovation</b></p>	<p>Future focused or an advocate for continued improvement where we learn from experiences and mistakes.</p> <p>Supports a climate of creativity and new ways of doing things.</p>