

Financial Accountant

Finance

Title: Financial Accountant

Division: Finance

Location: Wellington

Responsible to: Finance Manager

Date: March 2021

Code: 20013

Purpose

The purpose of the role is to manage end-to-end financial processes for International Subsidiaries, Fixed Assets, Work-in-Progress, Leases and Credit Cards. Tasks include preparing journal entries and reconciliations, undertaking administrative tasks, fulfilling reporting and compliance requirements, and providing technical guidance to the Finance Manager and internal and external stakeholders.

Accountabilities

- Manage end to end processing of fixed assets, work in progress projects and leases.
 - Manage the fixed asset, work in progress and lease registers to ensure financial accuracy and compliance with accounting standards.
 - Responsible for month end reporting and audit requirements. This includes assisting transactional accounting, completion of journal entries and reporting requirements, and the monthly accounting processes.
 - 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.
 - Collaborate with the Programme Office to ensure work in progress aligns with project reporting tools. Assist the Programme Office to provide managers with ongoing project support to ensure understanding of monthly reporting and budget management information.
 - Collaborate with the Property Relationships Manager to manage lease register reporting in accordance with accounting standards.
- Responsible for the accounting requirements of all MetService international offices.
 - Preparing tax return information and working with external providers to ensure compliance with local reporting requirements and Government bodies.
 - Assist with local audit requirements and financial statement preparation.
 - Maintain a good working relationship with locally based tax, payroll, audit and accounting providers.
 - Manage transactional accounting, completion of journal entities and reporting requirements, and the monthly accounting processes.
 - Reviewing financial results against forecast and understanding and communicating differences.

- Manage the business credit card administration processes and reporting, including card issuing and limit control with appropriate approvals, and entering credit card transaction information into the general ledger.
- Performing and documenting reconciliations, investigating and resolving differences, and escalating any issues.
- Assist the Finance Manager with year-end audit requirements, and the completion of financial statement preparation and review.
- Assist the Finance Manager with Crown and Government reporting requirements.
- Provide cover for Accounts Receivable and Accounts Payable. Assist these areas when required.
- Contribute ideas on systems, processes and procedures in order to ensure high levels of efficiency, 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 Finance Manager or delegated substitute.
- Ensure you are familiar with the Company's current Safety Management Systems and Health & Safety Commitment. Information on Company policies and procedures can be obtained from MetService. We remind you that you are required by law to take all practicable steps to ensure your own safety while at work and that to ensure that your actions or inactions do not cause harm to any other person.

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:

Essential:

- An appropriate tertiary qualification for the role with a minimum 2 years' experience.
- Analytical experience and skills. Able to interpret detail and understand the big picture.
- Practical knowledge of accounts payable, accounts receivable, fixed assets, work-in-progress and leases.
- Able to manage own time effectively, prioritise and plan ahead to meet deadlines.
- Good level of computer skills e.g. Outlook/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.

Desirable:

- Chartered Accountant (CA) qualification or working towards CA.
- Experience in financial reporting.
- Understanding of Microsoft NAV.

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

Our Values	Values in Action	Values Descriptor
<p>ADAPTABILITY AND FLEXIBILITY</p> <p>To be flexible and adaptable in response to, and ahead of, changes in conditions and stakeholder needs.</p>	<p>Embrace Change</p> <p>Optimise our Business</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>THE POWER TO SHINE</p> <p>Having the skills, abilities, drive and support to do a great job.</p>	<p>Recognise Success</p>	<p>Takes the initiative to bring out the best in themselves and others. Celebrates successful outcomes.</p>
<p>EVERYONE IS VALUED</p> <p>To appreciate equally the value of everyone working at MetService and their individuality.</p>	<p>Collaborate</p> <p>Respect All</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>ACHIEVEMENT</p> <p>To achieve something noteworthy and admirable through meeting challenges both personally and professionally.</p>	<p>Take Ownership</p>	<p>Takes responsibility for their own decisions and actions. Always works with the best business interests of MetService at heart.</p>
<p>FREEDOM TO ENJOY LIFE</p> <p>Working for a financially successful company with a sustainable future.</p>	<p>Support Growth</p> <p>Enable Innovation</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>