

Whakaaturanga Mahi – Job description

Job details	
Job title:	Financial Accountant – Kaikaute Pūtea
Reports to:	Deputy Chief Financial Officer – Tumu Whakarae Pūtea Tuarua
Direct reports:	Nil
Role:	1.0 FTE
Key relationships:	
<i>Internal:</i>	Finance Team People Leaders People and Capability Other Enable New Zealand staff
<i>External:</i>	Health New Zealand Inland Revenue Internal and External Auditors
Location:	Palmerston North

Ko wai mātou – Who we are

Enable New Zealand is the leading supplier of disability equipment, information, advice and modification services in Aotearoa.

Our mission is to support disabled people and their whānau to live everyday lives in their communities. We do this by effectively managing access to equipment and modifications for those living with disability, and their whānau on behalf of Disability Support Services (DSS) | Ministry of Social Development (**MSD**) and the Accident Compensation Corporation (**ACC**).

He aha ngā painga ki a mātou – What matters to us most

At Enable New Zealand (**Enable**), we care about making a difference to disabled people and working together as a team.

He aha te mahi – Role purpose

This position operates within a small team of professional accountants reporting directly to the Deputy Chief Financial Officer (DCFO), the primary responsibilities for this role are listed below.

This role will provide support to the organisation by ensuring all responsibilities associated with financial accounting are fully met and to provide cover for the Management accountant and Deputy Chief Financial Officer (DCFO) when required.



Ngā mahi haepapa – Role responsibilities

Key objectives	Responsibilities
Maintenance of the Financial Accounting System	<ul style="list-style-type: none"> Take a lead in ensuring that the configuration of Finance and Operations (FinOps) is maintained, including parameters to control key modules, for example, organisational structure, cost centre, chart of accounts, fixed assets, customers, vendors, systems calendars, and other. Maintain an up-to-date understanding of modules available in FinOps and recommend changes in how the system is configured and used to the DCFO. Take the lead in any change processes agreed to, as a result of any approved changes. Ensure all control accounts: accounts receivable, accounts payable, cash, inventory, fixed assets are aligned to their detailed accounts in each module.
Policy and Internal Controls	<ul style="list-style-type: none"> Provide an assurance role to the DCFO, Executive Leadership Team (ELT) and others that Enable NZ is complying with all financial obligations under organisational policies. Ensure sufficient and robust internal controls are in place to meet all financial obligations contained in delegations of authority or other policy documents.
Processing of Financial transactions	<ul style="list-style-type: none"> Ensure all general ledger transactions, including general journals, payroll journals, bank transactions, fixed asset postings, inventory transactions are entered into the system by authorised personnel, and are independently reviewed and approved prior to posting. Approve general ledger transactions prepared by others members of the finance team.
Financial Period Close	<ul style="list-style-type: none"> Ensure that all financial transactions are posted, and all end of month tasks are completed to ensure all financial periods are closed on time. Manage the end of period general ledger roll over process.
Account Reconciliations	<ul style="list-style-type: none"> Ensure that all balance sheet reconciliations are completed, independently reviewed, and approved within two working days of the financial period close. At end of year, ensure that all balance sheet reconciliations are also subject to an additional independent quality control check before final approval. Ensure Interunit accounts, and internal cash advance accounts remain in balance at all times.
Internal and External Financial Reports	<ul style="list-style-type: none"> Assist with the preparation of financial reports to the ELT, FRAC, and Board. Assist with monthly reporting requirements to Health New Zealand – Te Whatu Ora.

Key objectives	Responsibilities
	<ul style="list-style-type: none"> • Ensure FTE records for salaries and wages, and outsourced personnel are maintained and updated in time to inform monthly reporting. • Assist in the generation, distribution, and analysis of monthly cost centre reports. Liaise with cost centre managers to discuss any significant variances. • Assist with the development of the annual financial statements in accordance with the relevant accounting standards. • Ensure any data requests and queries from the audit team are resolved promptly. • Assist with redesigning any internal control changes that are recommended by the external auditors and accepted by management.
Fixed Assets	<ul style="list-style-type: none"> • Assist with the development of the annual capital expenditure plan and budget. • Ensure the asset register is up to date at financial period close and accurately reflects assets owned by Enable New Zealand. • Ensure that all postings to the Work in Progress account are reconciled, capitalised, and cleared promptly. • Ensure that asset disposals are processed promptly in FinOps, including monitoring fully depreciated assets, liaising with the responsible manager to ensure that any assets with no future value are disposed of appropriately.
Accounts Payable and Accounts Receivable	<ul style="list-style-type: none"> • Assist the Team Leader Accounts Payable and Receivable to ensure that all Accounts Payable (Vendor) and Accounts Receivable (Customer) accounts are kept clean, and any transactions not paid or collected in line with Enable New Zealand’s payment terms are investigated and cleared promptly. • Assist the Team Leader Accounts Payable and Receivable with clearance of any customer aged debts, in particular within the ACC contracts.
Bank Reconciliations and Cash Flow	<ul style="list-style-type: none"> • Ensure that bank transactions are imported into FinOps daily, and bank reconciliations are completed. • Maintain the weekly cashflow forecasts for no less than three months into the future. • Assist in weekly reporting of cashflow projections to the ELT and Board.
Payroll	<ul style="list-style-type: none"> • Ensure that all payroll transactions are promptly and accurately processed in FinOps, including month end accruals, unpaid days, annual leave, and long service leave journals. • Assist with the biannual long service leave valuation process.
Taxation	<ul style="list-style-type: none"> • Ensure robust systems and processes are in place to meet all requirements of the organisation’s tax governance framework.

Key objectives	Responsibilities
	<ul style="list-style-type: none"> Complete routine checks of GST and other tax payments on a monthly basis prior to the filing of tax returns. Ensure all monthly tax returns are completed, approved, filed and paid on time. Monitor the organisation's MyIR portal and bring any discrepancies to the attention of the DCFO promptly. Monitor organisational exposure to other taxation obligations including, but not limited to, fringe benefits. Advise the DCFO if material exposure changes are detected.
Financial Literacy	<ul style="list-style-type: none"> Support people leaders and cost centre managers to gain an understanding of finances within Enable New Zealand, including their financial obligations Provide mentoring and financial literacy training to people leaders and cost centre managers as required.
Management Accounting	<ul style="list-style-type: none"> Provide cover for the management accountant when on leave. Assist the management accountant with the completion of the annual budget, forecasting, profitability analysis, business case development and others tasks as required.
Health, Safety, and Wellbeing. Apply HSW knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation	<ul style="list-style-type: none"> Is familiar with all policies and procedures as they affect the work environment. Ensure that safe working procedures are practised, and no person is endangered through action or inaction. Is aware of and can identify hazards and take action, accordingly, including preventing or minimising the adverse effects of hazards. Ensure that all incidents, including near misses, are reported within the required timeframe using Enable New Zealand's incident reporting system. Actively participate in Enable New Zealand's health and safety programmes, through input into meetings and feedback through committee structures.
Te Tiriti o Waitangi - Treaty of Waitangi and Equity	<ul style="list-style-type: none"> Apply knowledge of Te Tiriti o Waitangi and its application in Health to all work practices. Attend appropriate Te Tiriti o Waitangi education sessions.

Ngā āheitanga matua – Key Competencies

Competencies are the skills, knowledge, and attributes required to be fully competent in this position. There will be a programme available for appointees to meet competencies where a need for continued development is identified. For the purposes of selection, essential competencies have been identified, and decisions will be made based on the ability of applicants to meet these:

Qualifications and Experience

Essential

- A bachelor's degree or higher in accounting, finance, or related areas
- Full membership of a recognised professional accounting body, such as CAANZ, CPA, CIMA, or similar
- At least three years experience in a financial accounting role.

Desirable

- Experience working within the Health and Disability sector.
- Work experience post full membership of CAANZ or similar would be desirable.
- Significant experience in at least one the following areas of fixed assets; taxation; external reporting.
- A good working knowledge of Microsoft's Finance and Operations (FinOps) system or similar large financial systems.

Skills and Attributes

Essential:

- The ability to analyse and investigate complex data and information issues or problems, applying analytical and problem-solving skills, and implement appropriate solutions or recommend options is paramount.
- Excellent organisation and planning skills and attention to detail. Demonstrated ability to work independently as well as sustain constructive relationships with key individuals and groups. The ability to work effectively as a member of the finance team.
- The ability to follow through a task or assignment to completion with attention to detail and accuracy in work.
- The ability to express ideas spontaneously, logically and convincingly in simple, clear language.

Desirable:

- Ability to manage and report financial data using appropriate financial report writing tools.
- Excellent spreadsheet skills and ability to use financial management, database and word processing software.
- Ability to envisage information requirements of decision makers and design systems to provide such information.
- Ability to maintain a high standard of work and output level under pressure.
- Ability to manage projects as delegated.
- Demonstrates a commitment to the provision of professional, customer focused services.
- Strong planning, organising, productivity, and time management skills

- Excellent inter-personal skills, ability to develop and sustain positive and mutually respectful relationships.

Physical Attributes

Under the Human Rights Act 1993 discrimination based on disability is unlawful. Enable New Zealand Limited will make all reasonable efforts to provide a safe and healthy workplace for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from the appropriate people leader.