

POSITION DESCRIPTION	
Title:	Senior Accountant
Division/Department	Finance and Business Support
Company:	Presbyterian Support Southland
Reports to:	Director of Finance and Business Support
Direct reports:	<ul style="list-style-type: none"> • None
Significant working relationships:	<ul style="list-style-type: none"> • Senior Leadership Team • Accounts Payable • Accounts Receivable • Payroll Contractor • Finance Admin support
<p>CHARTER</p> <p>Our vision is a community where all people can make the most of their strengths and feel included, valued and safe.</p> <p>To bring this vision into reality, we assist and encourage people facing life’s challenges. We provide a range of services in response to the changing needs of individuals and family/whanau in the wider community of Southland.</p>	
<p>Our Values:</p> <ul style="list-style-type: none"> • Respect – Manaaki: Respect for our heritage. • Compassion – Aroha: Compassion with empathy. • Family – Whānau Whānui: Celebration of family. • Community - Iwi whānau/Hāponi: Communities that make a difference. • Accountability – Whakatau tika: Holding ourselves accountable. 	
<p>Job Purpose:</p> <p>To collectively deliver the organisational-wide accounting requirements and to support the Director of Finance and Business Support in providing strategic insight and advice on financial aspects of the business.</p>	
<p>Responsibilities and key functions of the role include but are not limited to:</p> <p>Financial Accounting:</p> <ul style="list-style-type: none"> • Managing accounting processes including fixed assets, accruals/provisions, prepayments, expenditure allocations and revenue recognitions 	

- Managing month end reconciliations
- Maintaining and effective system of internal control through ongoing oversight of key controls
- Preparing high quality monthly financial reports including analysis and reporting on variance
- Compilation and analysis of data for internal and external auditing purposes
- Ensure financial information is prepared in accordance with accounting standards, legislative requirements and organisational policy
- Support processes to ensure the monthly reporting of finance sub ledgers and payroll information into the general ledger. Analyse results and identify, investigate and resolve any processing issues or unexpected results
- Assist in the annual budgeting process
- Supporting Director of Finance and Business Support in delivery on key projects
- Support various proposals and funding applications by providing accurate financial information.
- Regularly monitor revenue and expenditure and highlight any unexpected variances to the Director of Finance and/or senior leadership team to ensure budgets are met.
- With the support of the Director of Finance, ensure that accounting software programmes meets the ongoing needs of the business for both management and financial reporting purposes.
- Regularly review suppliers to identify opportunities to save costs and improve organisational efficiency.

Ensure statutory, regulatory and company finance obligations are met.

- Assist the Director of Finance to ensure appropriate policies, systems and processes are in place to meet statutory requirements and minimise risk.
- Keep up to date with relevant legislation and advise the Director of Finance of the impact on any legislative changes to Presbyterian Support Southland as appropriate.
- Ensure contractors meet financial reporting requirements of Presbyterian Support Southland and provide support as necessary.
- Ensure all tax, ACC and audit obligations are met, including the filing of returns, levies and surveys.
- Contribute to the risk management plan and analyse the effectiveness of Presbyterian Support Southland's current insurance provider.

Ensure all tasks, projects, assignments or responsibilities are completed accurately, professionally and in a timely manner.

- Prioritise workload in order to meet, or where possible exceed, deadline requirements.
- Effectively and professionally liaises with other staff, customers, suppliers and external stakeholders including but not limited to; banks, financial and lending institutions/advisors; IRD, ACC, Companies Office, Auditors, Insurers and Brokers. Ensuring that the organisation is positively represented at all times.
- Maintain ongoing personal professional development and training including registration with relevant professional bodies such as Chartered Accountants Australia and New Zealand.
- Complete any other duties or projects as requested by the Director of Finance including delivery on key projects

PERSON SPECIFICATION

1. Core competencies

<i>Competency</i>	<i>Definition</i>
Communication	Expressing ideas effectively in individual and group situations (including non-verbal communication). Adjusting language or terminology to the characteristics and needs of the audience. Expressing ideas clearly in documents that have organisation, structure, grammar, language and terminology adjusted to the characteristics and needs of the audience.
Analysis and Problem Solving	Securing relevant information and identifying key issues and relationships from a base of information. Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into consideration resources, constraints and organisation values.
Information Monitoring	Setting up ongoing procedures for collection and review of information necessary for the management of projects or an organisation.
Internal Organisational Awareness	Having and using knowledge systems, situations, procedures and culture inside the organisation to identify potential problems and opportunities, perceiving the impact and the implications of decisions on other components of the organisation.
Computer Literacy	Knowledge and experience in contemporary software packages.
Initiative	Making active attempts to influence events to achieve goals, self starting rather than adopting a reactive approach, taking action to achieve goals beyond what is required, being proactive.
Planning & Organising/Work Management	Establishing a course of action for self and/or others to accomplish a specific goal, planning proper assignments or personnel and appropriate allocation of resources.
Quality Orientation/Attention to Detail	Accomplishing tasks through concern for all areas involved, no matter how small, showing concern for all aspects of the job, accurately checking processes and tasks, maintaining watchfulness over a period of time.
Teamwork/Collaboration	Working effectively with team/work group or those outside formal line of authority (e.g., peers, senior managers) to accomplish organisational goals, taking actions that respect the needs and contributions of others, contributing to and accepting the consensus, subordinating own objectives to the objectives of the organisation or team.
Tolerance for Stress	Maintaining stable performance under pressure and/or opposition (such as time pressure or job ambiguity) relieving stress in a manner that is acceptance to the person, others and the organisation.
Technical/Professional Knowledge	Having achieved a satisfactory level of technical and professional skills/knowledge in job related areas, keeping abreast of current developments and trends in area of expertise.

2. Experience

- Previous experience in a Senior Accounting position for a large organisation.
- Preferable: Experience in the aged care or health industry.
- Demonstrated knowledge and experience working with large and complex Excel worksheets

3. Qualifications

Registration as a Chartered Accountant