



Tairangahia a tua whakarere; Tatakihia nga reanga o amuri ake nei
Honouring the Past; Inspiring the Future

POSITION DESCRIPTION

Job Title	Financial Accountant
Directorate/Team	Corporate Services/ Policy, Strategy and Corporate Services
Report To	Manager Finance
Role Purpose	The Financial Accountant is responsible for supporting the financial management of Heritage New Zealand Pouhere Taonga through systems management, advice, budgeting and reporting, administering funds and grants and ensuring the integrity of the financial management systems.
Direct Reports	Nil
Key Relationships	Internal – Manager Finance, Director Corporate Services, Property Leads, all Heritage New Zealand staff. External – Financial Institutions, Auditors.

Key Responsibilities	Deliverables/Outcomes
Performance Accountability (1)	<u>Financial Processes</u> Ensure financial compliance requirements of the Crown Entities Act and internal policies (including procurement practices) by: <ul style="list-style-type: none">• Reviewing and updating policies and procedures, in conjunction with the Manager Finance;• Monitoring compliance with policies and procedures;• Ensuring monthly reconciliations are completed and reviewed; and• Ensuring all tax compliance requirements are met.
Performance Accountability (2)	<u>Reporting</u> Prepare and review monthly and annual performance reports in conjunction with the Manager Finance. Prepare ad-hoc reports for management as required. Help business unit and project managers to manage their financial performance. Assist with the preparation of the annual report. Assist with the preparation of the annual budget.

Performance Accountability (3)	<p><u>Grant and Funding</u></p> <p>Ensure payments are administered in a timely manner and in compliance with funding rules.</p> <p>Prepare reports for Board, Trustee and Management on available funding and grant progress, including changes to initial grant contracts.</p> <p>Prepare the annual financial statements for Canterbury Earthquake Heritage Building Fund.</p> <p>Administer the funding ledger.</p>
Performance Accountability (4)	<p><u>Retail Systems Management</u></p> <p>Maximise the effectiveness of the AdvanceRetail system at properties by:</p> <ul style="list-style-type: none"> • managing the AdvanceRetail system and associated processes; • providing training and assistance to users; and • ensuring efficient and effective stock management practices are in place.
Performance Accountability (5)	<p><u>General Duties</u></p> <p>Ensure compliance with all applicable taxes;</p> <p>Cover when necessary for the Assistant Accountant; and</p> <p>Other tasks as requested by the Manager Finance.</p>
Internal and External Relationship Management	<p>Establish and maintain positive professional relationships internally and externally (particularly with stakeholder agencies).</p>
Bi-cultural Responsiveness	<p>Ensure that the Treaty of Waitangi (Te Tiriti O Waitangi) and the vision for Maori Heritage (Tapuwae) are promoted.</p>
Health and Safety	<p>Ensure all requirements of health and safety are exceeded.</p>

Person specification - Essential Competencies and Attributes

Intellectual and Analytical Management	<p>Makes recommendations and decisions based on appropriate information.</p> <p>Sets high personal and professional standards.</p> <p>Takes responsibility and accepts accountability for the successful completion of their work.</p> <p>Provides careful attention to all the detailed aspects of the role especially accuracy.</p>
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Professionalism	<p>Demonstrates honesty, integrity, commitment and loyalty in behaviour and work performance.</p> <p>Sets high standards of excellence and quality of performance.</p> <p>Is forward-thinking and committed to seeking positive heritage outcomes, pro-active approaches and innovative responses.</p>
Internal and External Relationship Building	<p>Actively builds internal relationships to accomplish strategic priorities and respects colleague's perspectives and their contributions.</p> <p>Actively maintains and builds constructive relationships with external customers, key stakeholders and clients.</p> <p>Achieves clear and effective two way communication with a wide range of people in all situations.</p> <p>Is respectful to the needs of the organisations customers and of heritage stakeholders.</p> <p>Provides responses and solutions that meet external and internal client needs wherever possible.</p>
Team Relationships	<p>Fosters and exhibits a strong team spirit as a team member within the Corporate Services Team and the wider organisation.</p>
Organisational Behaviours and Values	<p>Demonstrates the organisational behaviours and values and models best practice for all staff and stakeholders.</p>

In everything we do, Heritage New Zealand Pouhere Taonga staff demonstrate the following behaviours:

- **Tairangahia – Honouring and Respectful**
- **Kotahitanga – Collaborative and Unified**
- **Tatakihia –Inspiring and Progressive**
- **Manaakitanga – Considerate, Demonstrates Integrity and Authoritative**

Desired Qualifications and Professional Experiences

Professional Experience and Credibility	<p>Previous experience in managing a general ledger.</p> <p>Practical experience gained over several years from working in the accountancy, government or commercial environment covering all aspects of financial accounting, management reporting and non-financial performance reporting and analysis.</p> <p>Competent user of the following applications:</p> <p>MS Excel , MS Word, SME financial system preferable (Finance one)</p>
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	<p>Highly developed communication skills, both verbal and written.</p> <p>Proven ability to deal with multiple priorities and meet deadlines.</p> <p>A strong customer focus.</p>
A tertiary qualification	Accounting professional qualification preferred.