

Position Description

Position: Financial Accountant
Department: Finance
Reports to: Finance Manager
Direct Reports: -

Position purpose:

The Financial Accountant is primarily responsible for assisting the Finance Manager in the preparation of financial information to meet Group, Legal and Statutory reporting requirements, and timelines.

Key responsibilities:

Transactional

- Ensure all transactional duties relating to the Accounts Receivable process are fulfilled (Invoice – Receipt - CM).
- Assist with credit limit management and ensure compliance with policy is appropriately achieved.
- Assist as required to ensure all transactional duties relating to the Accounts Payable process is fulfilled (Purchase Order – Invoice - Payment).
- Assist in Managing all cash flow activities.
- Intercompany accounting in conjunction with the Finance Manager.
- Responsible for the reconciliation of certain balance sheet accounts (as discussed with the Finance Manager).
- Assist the Finance Manager as delegated in preparation of statutory requirements (calculating, filing and payment - GST, FBT, PT, IT and other statutory returns).
- Contribute to the successful execution of the RDTI process to ensure best possible outcome for Enatel.

Reporting

- Assist in delivering monthly, quarterly, and annual financial accounts for multiple entities.
- Assist the Finance Manager in contributing to the monthly SLT report with regards to actual financial reporting and statutory requirements as appropriate.
- Variance reporting for actual results and partnering with the business leaders, as well as P&A team to supply information for an improved forecast.
- Evaluation of financial and other performance data to assist with effective business decisions as delegated by Finance Manager.

Capital Allocation

- Contribute, in conjunction with the Finance Manager, to the presentations to the Group and Senior Leadership on CAPEX proposals and associated risks and benefits.
- Review contracts relating to CAPEX spend and support managers to hold suppliers to account over these contracts.
- Undertake post investment / contract reviews as directed by the Finance Manager.
- Fixed asset register maintenance and depreciation.
- Ensuring all leases are modelled appropriately and IFRS16 requirements are met.

General

- Assist in executing the annual Group and Statutory audit process.
- Assist managers to provide financial justification around the delegated levels of authority, especially when Group approval is required.
- Continuous improvement of systems and processes.

Other duties:

- Upholds the company values.
- Perform any other tasks as required by your Team Leader and/or the business.
- Contributes to the achievements of department goals and objectives.

Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- Maintaining a safe and clean working environment by complying with Enatel Policy and Procedures.
- Leads by example in all matters relating to Health & Safety.

Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensuring Environmental policies and processes are followed.

Key Relationships:

Internal	External
• SLT	• Accountants / Auditors
• ELT	• Bank
• Finance Team	• IRD
• Performance and Analysis team	• Suppliers (Payroll / ERP)
• IT team	• Consultants (Financial / Tax / Legal / RDTI)

Person Specification:

	Essential	Desirable
Competencies	<ul style="list-style-type: none"> • Business Acumen – Knows how businesses work. Is knowledgeable in current and possible future policies, practices, trends, technology and information affecting his/her business and organisation. • Action oriented - enjoys working hard and is full of energy for the things he/she sees as challenging. • Motivating Others – Creates a climate in which people want to do their best. Is someone people like working for and with. • Customer Focus – Is dedicated to meeting the expectations and requirements of internal and external customers. Establishes and maintains effective relationships with customers and gains their trust and respect. • Organising and Planning - uses resources effectively and efficiently. Accurately scopes out length and difficulty of tasks and projects. Sets objectives and goals. • Process Management – good at figuring out the processes necessary to get things done. Can simplify complex processes • Integrity and Trust – is seen as a direct, truthful individual; is widely trusted. • Ethics & Values - Has an appropriate and effective set of core values and beliefs, and acts in line with those values at all times. 	

<p>Skills, Experience & Knowledge</p>	<p><i>Accounting Skills</i></p> <ul style="list-style-type: none"> • Analyses large quantities of information; develops multiple options for solving problems; makes sound business decisions • Is flexible enough to produce either an in-depth, thorough analysis or a quick assessment of available information • Recognises when more information is needed before a sound decision can be made • Puts measures in place to reduce the likelihood of a problem recurring <p><i>Problem Solving</i></p> <ul style="list-style-type: none"> • Gathers as much relevant information as possible, exploring multiple options before making decisions. • Is observant - notices details and patterns of information that could easily be overlooked, but which are relevant to the problem being considered. • Able to analyse a situation, draw conclusions and make recommendations. • Finds creative and workable solutions to difficult problems. • Evaluates the results of problem solving efforts, and makes adjustments as required. • Displays good judgment - assesses priorities in relation to the big picture. <p><i>Specialist Knowledge & Skills</i></p> <ul style="list-style-type: none"> • Has a thorough understanding of, and is regarded by their specialist colleagues as an expert in, their field 	<ul style="list-style-type: none"> • Financial statement preparation including consolidations and IFRS knowledge • Understanding of NZ tax legislation and IRD requirements • Work with Tier 1 or Tier 2 ERP systems • Quickly assimilates large quantities of information and identifies key relevant data and issues • Identifies multiple options for addressing problems, and determines the benefits and risks associated with each. • Makes good decisions despite constraints such as time pressure or incomplete information <ul style="list-style-type: none"> • Considers the risks to the organisation of the various courses of action being considered. • Shows a willingness to take measured risks in order to achieve important outcomes. • Builds on simple ideas to develop solutions that address a wider range of issues/needs. <ul style="list-style-type: none"> • Shows awareness of global trends and new developments within their specialist field
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	<ul style="list-style-type: none"> • Uses specialist knowledge and experience to innovate/significantly improve the organisation's ability to achieve its goals and grow its business <p><i>Strategic Ability</i></p> <ul style="list-style-type: none"> • Demonstrates an awareness of social, cultural, political and economic trends and how they might affect the organisation in the long-term (3 – 5 years) • Identifies and communicates to Team members and stakeholders priority issues that the organisation needs to address to be successful in the medium and long-term • Takes steps to address priority issues – allocating resources to create and implement 3 – 5 year strategic plans 	<ul style="list-style-type: none"> • Recognises opportunities for future competitive advantage and how to position the organisation to achieve such advantage • Demonstrates a sophisticated awareness of the impact of the world at large on our business • Assesses and links operational decisions in the light of longer-term consequences and strategic goals
<p>Qualification / Licenses</p>	<ul style="list-style-type: none"> • Tertiary qualifications in accounting, membership of the Institute of Chartered Accountants of Australian and New Zealand (or overseas equivalent) as an ACA or CA. 	<ul style="list-style-type: none"> • Likely to have 5+ years' experience in a finance role in a complex business with experience in partnering with managers at an executive level. • Systems literate with specific exposure to CSI with a passion for delivering accurate and timely financial information while also maintaining an understanding and appreciation of the challenges that a faced paced technology business can encounter • Self-managed with a determination for getting to the route of any problem and a track record of delivering excellent service with a capability to build and trade on relationships to get support from the wider organisation.