



ARO TŪRANGA Position Description

A wānanga provided in section 162(4)(b)(iv) of the Education Act 1989, is characterised by “teaching and research that maintains, advances and disseminates knowledge and develops intellectual independence, and assists the application of knowledge regarding āhuatanga Māori (Māori tradition) according to tikanga Māori (Māori custom)”.

Tūranga Position	Senior Accountant	
Uepū / Wāhanga Department	Rangatahua	
Rohe Region	Te Puna Mātauranga	
Wāhi Mahi Location	Te Puna Mātauranga – Te Awamutu	
Whakatau ki Reports to	Lead Finance	
Māka Pūtea Salary Grade	AD9	
Māngai Pūtea Financial Delegation	N/A	
Wā Roanga Tenure		
Ngā Rōpu Whaihua Functional Relationships	<u>Internal</u> • Kaimahi within Rangatahua • Other Uepū and Wāhanga Managers	<u>External</u> • Internal Auditors • External Auditors

Pūtake Tūranga - Role Purpose

The primary function of the Senior Accountant is to ensure the integrity of accounting information through the provision of senior accounting and financial services and to ensure compliance through provision of quality financial transaction and reporting services to specified TWoA ūepu.

High Level Accountabilities

Senior Accountant responsibilities include (but are not limited to)

- Management reporting
- Analyse complex financial reports and records.
- Make recommendations based on analysis and status of reserves, assets and expenditures.
- Review journal entries of peers (Senior Accountants and Assistant Accountant) to ensure accuracy.
- Train and mentor Assistant Accountant and Rangatahua kaimahi.
- Perform variance analysis and prepare account reconciliations.
- Verify, allocate, post and reconcile transactions.
- Produce error free accounting reports and present results in meaningful and consistent manner to business partners.
- Analyse financial information and summarise financial status for allocated ūepu.
- Provide technical accounting support and advice to business leaders.
- Review and recommend modifications to accounting systems and procedures.
- Participate in financial standards setting and financial forecast process.
- Provide senior level support to internal and external audits to ensure compliance.
- Document and monitor internal controls in support of audit processes.
- Responsibility for preparing ūepu specific financial statements and budgets.
- Provide reports for month end and six month reporting.
- Support development and documentation of business processes and accounting policies to maintain and strengthen internal controls.
- Co-ordinate complex accounting projects and initiatives with other members of the Rangatahua team or other departments.
- Health and safety

Person Specification:

<u>Qualifications and Experience</u>	Qualifications: • 7+ years accounting experience. • Bachelor Degree in Commerce (or related field) • Chartered Accountant (NZ) or equivalent qualification (ie. Certified Practising Accountant or Chartered Institute of Management Accountants) Experience: • Senior level knowledge of accounting procedures and principles. • Proven experience in preparation of financial statements, general ledger functions and month end/year end process. • Excellent accounting software and program user and accurate administration skills. • Able to perform complex accounting activities and financial analyses. • High level aptitude for numbers and quantitative skills. • Ability to meet a constant stream of deadlines. • Proven ability to work both independently and collaboratively with range of stakeholders. Āhukatanga Māori: • Has a strong understanding of Āhukatanga Māori (values, culture and tikanga) • Prepared to increase knowledge, understanding and everyday use of Te Reo and Āhukatanga Māori and support other kaimahi in the same endeavour • Understands and is an advocate for using Te Wānanga o Aotearoa values in the workplace
<u>Technical Skills</u> Are the specialised skills and abilities required for a particular role	• Intermediate user knowledge of Microsoft suite of applications (ie. Outlook, Word, Power Point, Publisher) • Advanced user knowledge of Microsoft Excel • Excellent written and oral communication skills • Excellent relationship management skills • Understanding of Public Records and Privacy Acts • Excellent financial modelling and trend analysis skills • Proven ability to analyse, investigate and interpret data, issues and situations • Proven ability to accomplish tasks with accuracy and attention to detail • Excellent planning and project/task management skills • Proven ability to manage time effectively, prioritise and successfully manage multiple tasks
<u>Behavioural Skills and Attributes</u> Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles	Approachability Makes others feel comfortable, welcomed and at ease should they need support, help or advice. Is perceived as helpful, genuine and amicable. Building Trust Develops, maintains and strengthens partnerships with others inside and/or outside the organisation who can provide information, assistance and support. Identifies and communicates shared interests and goals. Conflict Management Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact. Co-operation Works co-operatively as a member of a team, proactively sharing knowledge and information.

	Developing Others Fosters the long-term learning or development of others. Drive for Results Steers self and others to achieve or exceed results; overcomes obstacles; drives performance; and has personal commitment to excellence and a focus on attaining goals. Effective Leadership Leads positive work practices, models and practises tikanga and wairuatanga Māori to support staff members and create opportunities for others. Motivating Others Creates a climate in which people want to do their best; can assess each person's strengths and use them to get the best out of him or her; and promotes confidence and optimistic attitudes. Relationship Management Proactively develops and maintains effective internal and external relationships to facilitate the achievement of work goals.
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