

# Job Description

<b>Job Title:</b>	Financial Accountant
<b>Date:</b>	June 2018
<b>Responsible to:</b>	Finance Manager
<b>Location:</b>	Wellington
<b>Job Status:</b>	Permanent
<b>No. of reports:</b>	Nil
<b>Delegated Financial Authority: (If applicable)</b>	Nil

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## Background

TAS works with the leaders and practitioners who plan, commission and provide health and social care.

We bring together sector experts with data analysis and health system insights, helping our customers make informed decisions and improve service planning and delivery. We also help build capability in the sector through education and training. Ultimately it's about working together to create a world class health system for Kiwis.

TAS is owned by the six Central Region District Health Boards (Capital and Coast, Hutt Valley, Wairarapa, MidCentral, Whanganui, and Hawke's Bay). Established in 2001, we are a professional services organisation providing a range of strategic, advisory and programme management services across the health and social sectors, including:

- Sector collaboration
- Data management
- Strategy, innovation and insights
- Capability building
- Programme management services

## Vision and Values

At TAS we are united by our passion to help our customers deliver the best healthcare they can for all New Zealanders.

Our 2020 Vision is 'Supporting our partners to deliver the best health outcomes for all New Zealanders'.

We are committed to building a values based high achieving organisation across all of our relationships and activities. Our corporate values of aspiration, courage, professionalism and integrity are central to how we work at TAS.

Our Employee Value Proposition is ‘We are committed to growing innovative, trusted, expert advisors, who love what they do to make a difference.’

Our Values are:



## Business Group

Business Support Services is a key business group within TAS that ensures there are consistent standards, policies, processes and disciplines across critical business support functions including, finance, HR, ICT, strategic planning, communications, legal, business planning and project management, property and office support.

## Job Purpose

The Financial Accountant is responsible for the preparation of financial accounting reports including profit and loss statement, balance sheets and other financial statements. They deliver a quality financial accounting service to internal customers and support the Finance Manager.

## Key Accountabilities

The requirements set out below are the key requirements, but do not in any way limit the boundaries of activity the role is responsible for.

<i>Accountability Area</i>	<i>Description</i>
Month-end	<ul style="list-style-type: none"> <li>• Maintain the month-end checklist</li> <li>• Prepare and post month-end journals</li> <li>• Prepare monthly balance sheet reconciliations</li> <li>• Prepare monthly revenue in advance reconciliation</li> <li>• Assist in the preparation of the monthly board report</li> </ul>
Year-end & audit	<ul style="list-style-type: none"> <li>• Preparation of the annual accounts for the Annual Report</li> <li>• Preparation of end of year work papers</li> </ul>

	<ul style="list-style-type: none"> <li>• Be one of the key contacts for the auditors</li> <li>• Prepare PBC documents for the auditors including a year-end audit file</li> </ul>
Accounts Receivable	<ul style="list-style-type: none"> <li>• Create and maintain an invoicing schedule / checklist</li> <li>• Create and send out debtor invoices</li> <li>• Follow up outstanding debtors and send monthly statements</li> </ul>
Cash flow	<ul style="list-style-type: none"> <li>• Monitor cash flow</li> <li>• Complete cash flow forecast to ensure company has adequate cash reserves to meet future requirements and to enable term deposit decision making</li> <li>• Propose cash flow strategies</li> <li>• File term deposit information</li> <li>• Calculate the monthly term deposit interest accrual</li> </ul>
Tax and compliance	<ul style="list-style-type: none"> <li>• Ensure compliance with statutory tax obligations</li> <li>• Prepare and file GST return</li> <li>• Monitor and review online IRD mail</li> <li>• Ensure company is compliant with relevant company legislation</li> </ul>
Team player	<ul style="list-style-type: none"> <li>• Mentor the Accounts &amp; Payroll Administrator in their day-to-day operations and assist to understand and manage their responsibilities and deadlines</li> <li>• Provide the Finance Manager with feedback on the Accounts &amp; Payroll Administrator</li> <li>• Assist the Finance team as required to cover during busy periods or leave including acting down (i.e. Accounts &amp; Payroll Administrator) and acting up (i.e. Finance Manager)</li> </ul>
Fixed Assets/Projects	<ul style="list-style-type: none"> <li>• Maintain the fixed asset register</li> <li>• Process monthly asset additions and depreciation</li> <li>• Periodically review the fixed asset register for any write-offs or adjustments needed</li> </ul>
Insurance	<ul style="list-style-type: none"> <li>• Assist with documentation and forms required to maintain appropriate insurance cover</li> <li>• Assist customers with questions on TAS insurance</li> </ul>
Process improvements	<ul style="list-style-type: none"> <li>• Strive for continuous improvement</li> <li>• Identify and implement agreed improvements or innovations to the financial accounting processes</li> <li>• Documentation processes for which the Financial Accountant is responsible</li> </ul>
General	<ul style="list-style-type: none"> <li>• Keep informed of changes in financial accounting standards</li> <li>• Maintain appropriate supporting documentation for work performed to meet audit requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist with keeping the finance team space clean and tidy (e.g. archiving and filing)</li> <li>• Undertake other reasonable duties as required relating to the functions and responsibilities of the business unit and wider TAS.</li> <li>• Take responsibility for meeting our obligations in workplace health, safety and wellness by making sure your own actions keep self and others safe, healthy and well</li> </ul>
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## Key Relationships

All employees have a responsibility for managing relationships in some or all of the key sectors we interface with. In this role, key relationships are expected to be developed, as follows:

### Internal

<i>Who</i>	<i>For what purpose</i>
Business Support Services team	<ul style="list-style-type: none"> <li>• Team and wider TAS (as required) are provided with high quality financial accounting services that support the effective operations of the team.</li> <li>• Group and wider TAS (as required) are provided with high quality financial accounting services</li> <li>• Work collaboratively across the Group and team to deliver timely and responsive information</li> <li>• Support the team to comply with TAS policies and procedures</li> <li>• Identify opportunities for enhancing the overall outcomes for Business Support Services and the organisation as a whole.</li> </ul>
People Leaders and employees	<ul style="list-style-type: none"> <li>• Work collaboratively to provide integrated support to customers and stakeholders.</li> <li>• Approachable and reliable team player who contributes positively to the overall high performance of the organisation.</li> <li>• Establish an environment where Finance engages effectively with other groups, in a way that ensures internal customer needs are understood and met.</li> <li>• Ensure that a process of continuous review and improvement is inherent throughout all projects undertaken and activities within areas of accountability.</li> </ul>

### External

<i>Who</i>	<i>For what purpose</i>
DHBs, MoH, vendors, bank, auditors, insurance brokers	<ul style="list-style-type: none"> <li>• Work collaboratively to establish productive and positive relationships.</li> </ul>

and other external clients and business contacts as required

- Manage relationships in a manner that represents TAS values and commitment to excellence.

## Person Specification

### Education/qualifications

- A relevant tertiary qualification(s) in accounting
- CA qualified, or equivalent

### Experience, skills and knowledge

- At least 3 years of accounting experience, preferably in the public sector
- Proactive, enthusiastic and energetic approach to work demonstrating initiative.
- Highly effective planning and organisational skills, including time management and prioritising work in a complex work environment.
- Solid knowledge of accounting and financial principles and practices, particularly NZ IFRS.
- Excellent attention to detail.
- Reliable analytical and numerical abilities
- Excellent documentation skills
- Ability to work unsupervised and as part of a team.
- Excellent written and oral communication skills, particularly the ability to communicate clearly, concisely and in plain language.
- Persistence and resilience.
- High degree of literacy in the Microsoft suite of products, particularly Excel
- Experience in payroll is an advantage

## Core TAS Competencies

TAS has established core competencies for all roles across the organisation and all employees are expected to model these behaviours and values which enable us to work at our best.

<i>Competency Descriptor</i>	<i>Expected Behaviour</i>
<p><b>Customer Focus:</b> Provides excellent service to meet internal and external customer/client needs. Understands the needs of the customer/client and looks for ways to provide added value.</p>	<ul style="list-style-type: none"> <li>• Recognises the importance of valuing customers and provides excellent service to meet internal and external customer/stakeholder needs.</li> <li>• Listens and proactively seeks to understand the expectations and needs of the customers/stakeholder.</li> <li>• Looks for ways to provide added value.</li> <li>• Proactively seeks customer/client feedback.</li> </ul>
<p><b>Communication:</b> Demonstrates an understanding of the views of others and communicates in a genuine and</p>	<ul style="list-style-type: none"> <li>• Actively listens and observes non-verbal cues to inform communication approach</li> <li>• Self-aware and approachable</li> </ul>

<i>Competency Descriptor</i>	<i>Expected Behaviour</i>
practical manner using appropriate language. Actively listens to views and concerns of others. Adapts communication approach to fit situation. Conveys and receives information effectively and builds positive working relationships.	<ul style="list-style-type: none"> <li>Communicates in a professional manner with key stakeholders</li> </ul>
<b>Collaboration:</b> Willingness and ability to work in a cooperative and helpful manner with others (as opposed to independently). Focuses on team goals as well as your own and to actively assist team members to achieve common goals. Shares collective responsibility for all aspects of the team's objectives.	<ul style="list-style-type: none"> <li>Works effectively as part of a diverse team.</li> <li>Treats others with respect and dignity</li> <li>Supports others in the team and has consideration for their needs and skills.</li> <li>Identifies and promotes opportunities for collaboration and works with others regardless of functional boundaries.</li> </ul>
<b>Continuous Improvement:</b> Sets and meets challenging goals, creating own measures and consistently seek ways of improving performance. Aware of own shortcomings and opportunities for improvement and takes charge of personal development.	<ul style="list-style-type: none"> <li>Makes suggestions for improvements to current ways of working. Shows a willingness to learn.</li> <li>Looks to improve efficiency and quality of service of own role/area</li> <li>Keeps own skills up-to-date and develops a depth or breadth of knowledge in a particular area through learning.</li> </ul>
<b>Innovation:</b> Identifies novel approaches for completing work more effectively or efficiently, and works within the "established" system to push for "a smarter, better way."	<ul style="list-style-type: none"> <li>Works to develop new approaches when problem-solving; seeks ideas or suggestions from others as appropriate</li> <li>Suggests new ways to improve the quality of products or services.</li> <li>Identifies new ideas, solutions, or directions in dealing with daily situations.</li> </ul>
<b>Action Orientation:</b> Performs work with energy and drive; values planning, but is able to take quick, decisive action when an opportunity presents itself.	<ul style="list-style-type: none"> <li>Targets and achieves results, overcomes obstacles, accepts responsibility,</li> <li>Establishes standards and responsibilities, supports a results-oriented environment, and follows through on actions.</li> </ul>
<b>Planning and Organising:</b> Organises own time effectively, creates own work plan/s and timelines. Prioritises and prepares in advance to ensure realistic timeframes. Visualises the sequence of actions needed to achieve a specific goal, how to estimate the resources required and identify potential risks and mitigations.	<ul style="list-style-type: none"> <li>Provides work on time and to required standard.</li> <li>Plans a wide range of simple tasks or a small number of complex ones.</li> <li>Workload delivered within deadlines and to agreed standards.</li> </ul>

<i>Competency Descriptor</i>	<i>Expected Behaviour</i>
<p><b>Agility and Flexibility:</b> Adapts and works effectively in different situations and able to carry out a range of tasks, remaining calm and level headed under pressure. Remains positive and puts challenges in perspective.</p>	<ul style="list-style-type: none"> <li>• Reliable and flexible in response to work priorities, issues and pressures.</li> <li>• Receptive and contributes to new ideas and approaches and adapts accordingly.</li> <li>• Handles conflicting priorities and deals with the unexpected.</li> </ul>

## Changes to Job Description

From time to time it may be necessary to consider changes in the job description in response to the changing needs of the organisation and nature of our work environment– including changes to our annual plan. Such change may be initiated as necessary by the people leader of this Job and any changes will be discussed with the Job holder before being made. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance review cycle.

### Agreed:

	<i>Employee</i>	<i>People Leader</i>
Signature		
Date		