

Position Description

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

Position purpose:

The Senior 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 5-10 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.