



Position Description

Position: Financial Accountant
Department: Finance
Reports to: Finance Manager
Direct Reports: None

Position purpose:

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

Key responsibilities:

Transactional

- Update FX rates in ERP system on a weekly basis.
- Provide back up for transactional duties relating to the Accounts Receivable process.
- Provide back up to Senior Finance Assistant for AP payment processing.
- Responsible for managing Accounts Receivable, Accounts Payable transactions, cashflow and journal entries for US entity.
- Responsible for the reconciliation of certain balance sheet accounts (as discussed with the Finance Manager)
- Preparation of statutory requirements (calculating, filing and payment – GST & FBT)
- Responsibility for the accurate processing of credit card transactions.
- Prepare and enter journals as required.
- Maintain and reconcile the prepayments schedule and prepare relevant journals.

Reporting

- Variance reporting for actual results and partnering with the business leaders for budget and forecast processes.
- Work with IT manager to analyse IT dues & subs for preparation of annual budget.
- Evaluation of financial and other performance data to assist with effective business decisions as delegated by Finance Manager

Banking & Cashflow

- Reconcile all bank accounts at month end
- Complete weekly cashflow reporting to USA.

Fixed Assets

- Fixed asset register maintenance
- Reconciliation of fixed asset balance sheet accounts

General

- Assist in the annual Group and Statutory audit process
- Continuous improvement of systems and processes



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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
<ul style="list-style-type: none"> • SLT 	<ul style="list-style-type: none"> • Accountants / Auditors
<ul style="list-style-type: none"> • ELT 	<ul style="list-style-type: none"> • Bank
<ul style="list-style-type: none"> • Finance Team 	<ul style="list-style-type: none"> • IRD
<ul style="list-style-type: none"> • Performance and Analysis team 	<ul style="list-style-type: none"> • Suppliers (Payroll / ERP)
<ul style="list-style-type: none"> • IT team 	<ul style="list-style-type: none"> • Consultants (Financial / Tax / Legal / RDTI)

Person Specification:

	Essential
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.





	Essential	Desirable
Skills, Experience & Knowledge	<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. Evaluates the results of problem-solving efforts and makes adjustments as required. Displays good judgment - assesses priorities. 	<ul style="list-style-type: none"> 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. Builds on simple ideas to develop solutions that address a wider range of issues/needs. Shows awareness of global trends and new developments.
Qualification / Licenses	<ul style="list-style-type: none"> Tertiary qualifications in accounting, holds or is working towards membership of the Institute of Chartered Accountants of Australian and New Zealand (or overseas equivalent) as an ACA or CA. Understanding of differences between NZ IFRS and US GAAP. 	<ul style="list-style-type: none"> Likely to have 1 - 5 years' experience in a finance role in a chartered accountancy practice. 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



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		<p>technology business can encounter.</p> <ul style="list-style-type: none">• Self-managed with a determination for getting to the route of any problem and a track record of delivering excellent service.
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