



# Job Description

December 2018

<b>Job title</b>	<b>Accountant</b>
<b>Reports to</b>	Accounting Manager
<b>Vacancy type</b>	Permanent, full time 8.30am - 5.00pm, Monday to Friday (some work outside office hours and travel can be expected from time to time)
<b>Role purpose</b>	To help Māori succeed by providing high quality business advice and assistance that integrates kaupapa Māori and Pākehā business knowledge, principles and practices.
<b>Place of work</b>	GHA Centre, 1108 Fenton Street, Rotorua
<b>Requirements</b>	New Zealand residency; New Zealand drivers licence

## Background:

GHA assists a range of interesting organisations by providing a personalised service based on excellent working relationships. Our client base includes Māori Trusts, Incorporations, Treaty Settlement entities, Small-Medium Enterprises and Non-Government Organisations providing essential services to our community. Understanding the needs of our clients and adding value is essential, as their success is our priority. We are committed to providing decision based information to our clients and helping their organisations grow.

In addition to accounting and secretarial support and advice, we undertake a range of consulting engagements, provide business mentoring and deliver share register services. We also have a range of innovative reporting tools that we are able to implement with our clients.

## Our values

Our value statements epitomise who we are and what we stand for. These are qualities and attributes that we that we look for in team members. We expect our team to promote and uphold these values in their work.

Value Statement	What does this mean?	This value is expressed by:
<b>Te ringa manaaki</b>	We show respect, generosity and care towards our clients, colleagues and community.	<ul style="list-style-type: none"> <li>• Sharing knowledge</li> <li>• Seeking opportunities to share</li> <li>• Providing a warm, friendly and welcoming environment</li> <li>• Creating a great place to work</li> </ul>
<b>Kia riro pūkenga</b>	We acquire and pass on skills, expertise and knowledge to empower Māori organisations.	<ul style="list-style-type: none"> <li>• Sharing what we know</li> <li>• Making business concepts easy to understand</li> <li>• Developing our staff so they have the best knowledge and skills available</li> </ul>

<b>He whānau kotahi</b>	We believe whānaungatanga is important – in our whare, colleagues, clients and visitors are treated as whānau.	<ul style="list-style-type: none"> <li>• Treating our clients and visitors like family</li> <li>• Providing a welcoming environment for clients and their whānau</li> <li>• Supporting each other in everything we do</li> <li>• Maintaining a balance between work and whānau</li> </ul>
<b>Kia pono te kōrero</b>	We are honest and keep our promises.	<ul style="list-style-type: none"> <li>• Delivering on our promises</li> <li>• Being honest, open and transparent</li> <li>• Putting things right when we make mistakes</li> </ul>
<b>Kia tika te mahi</b>	We act with integrity.	<ul style="list-style-type: none"> <li>• Delivering on our promises</li> <li>• Being honest, open and transparent</li> <li>• Putting things right when we make mistakes</li> </ul>
<b>He ngākau māhaki</b>	We remain humble, act with humility and respect other's opinions.	<ul style="list-style-type: none"> <li>• Acknowledging the role other's play in our success</li> <li>• Respecting the views of clients, colleagues and community</li> </ul>
<b>He kaitiaki tātau</b>	We exercise diligence, understanding and care in managing other's assets, aspirations and our environment.	<ul style="list-style-type: none"> <li>• Taking the time to get to know our client's - their assets, whenua and aspirations</li> <li>• Upholding client's reputation</li> <li>• Maintaining our accreditation as chartered accountants</li> <li>• Taking our role seriously as advisors, managers and administrators</li> <li>• Promoting environmentally friendly practises in our business</li> </ul>

### **Key Tasks**

The position has responsibility for the following key areas of our firm's business:

- Manage client relationships
- Assess financial data and provide advice to clients
- Facilitate and assist new business start ups
- Develop and implement improved systems within the organisation
- Preparation of monthly financial statements
- Preparation of annual financial statements
- Undertake all tax compliance obligations
- Review payroll, debtor and creditor functions
- Preparation of standard and customised financial reports that meet our clients' expectations
- Provide tax advice and Inland Revenue Department interpretation to clients
- Review the preparation of GST returns, PAYE returns and other client tax obligations
- Review financial systems for clients
- Liaison between clients and auditors re: financial accounts/audit process
- Assist clients with the preparation of board papers for monthly board meetings
- Presentation of financial reports to client meetings and AGMs
- Preparation of training modules for staff and clients
- Attend training meetings and facilitate training sessions with staff and clients

- Identify new business opportunities

### Person Specification

Skills	<p>High-level communication, facilitation and relationship management skills</p> <p>High-level problem solving, analytical, business research and report writing skills</p> <p>Financial modelling skills and other quantitative methods, including advanced spreadsheeting</p> <p>Confidence and capability to present complex information to individuals and groups</p> <p>Initiative and team work skills</p> <p>Advanced accounting, systems and financial management and analysis skills</p> <p>Advanced knowledge of Accounting Principles</p> <p>Excellent understanding of the New Zealand Taxation Environment</p>
Knowledge	<p>Accounting Software (MYOB AO, Xero and similar)</p> <p>Te reo &amp; tikanga Maori</p>
Work experience	<p>High Pressure environment</p> <p>Diverse and complex organisations</p> <p>Interpersonal relationship management</p> <p>A range of sectors and industries</p>
Personal qualities	<p>High standards of honesty and integrity</p> <p>Reliable and punctual</p> <p>Attention to detail</p> <p>Business ethics</p> <p>Deadline oriented</p> <p>Professional credibility</p>