



Job Description

September 2019

Job title	Accounting Manager
Reports to	Partners
Vacancy type	Permanent, full time 8.30am - 5.00pm, Monday to Friday (some work outside office hours and travel can be expected from time to time).
Role purpose	To help Māori succeed by providing high quality business advice and assistance that integrates kaupapa Māori and Pākehā business knowledge, principles and practices.
Place of work	GHA Centre, 1108 Fenton Street, Rotorua, and 94 Second Ave, Tauranga as requested.
Salary range	Negotiable commensurate with experience and qualifications.
Requirements	New Zealand residency; New Zealand drivers licence.

Background

GHA is a mid-sized Māori chartered accountancy and management consulting firm operating out of Rotorua and servicing clients within the Central North Island rohe and beyond. GHA assists a range of organisations by providing a personalised service based on excellent working relationships. Our clients mainly include Māori trusts, incorporations, treaty settlement entities, small and medium enterprises and non-government organisations. Understanding the needs of our clients and adding value is essential, as their success is our priority.

In addition to accounting, secretarial and share register services, we undertake business consulting. 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:
Te ringa Manaaki	We show respect, generosity and care towards our clients, colleagues and community.	<ul style="list-style-type: none"> • Sharing knowledge • Seeking opportunities to share • Providing a warm, friendly and welcoming environment • Creating a great place to work
Kia riro pūkenga	We acquire and pass on skills, expertise and knowledge to empower Māori organisations.	<ul style="list-style-type: none"> • Sharing what we know • Making business concepts easy to understand • Developing our staff so they have the best knowledge and skills available
He whānau Kotahi	We believe whānau is important – in our whare,	<ul style="list-style-type: none"> • Treating our clients and visitors like family • Providing a welcoming environment for clients

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

Responsibilities

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

- Management of accounting team, including:
 - Daily workflow
 - HR management
 - Grow internal capacity
- Managing your accounting team to ensure they:
 - Manage client relationships
 - Undertake all tax compliance obligations
 - Prepare standard and customised financial reports that meet our clients' expectations
 - Prepare monthly and annual financial statements
 - Assess financial data to provide advice to clients
 - Complete payroll, debtor and creditor functions
 - Facilitate and assist new business start ups
 - Liaise between clients and auditors to complete the annual audit process
 - Assist clients with the preparation of board papers for monthly board meetings
 - Present financial reports to client meetings
 - Prepare client strategic, business, financial and marketing plans
 - Review and develop policies & procedures
 - Identify suitable solutions to client and internal needs
- Ensure all work completed by your team is in line with the current review process
- Provide tax advice and Inland Revenue Department interpretation to clients
- Review financial systems for clients
- Attend training meetings and facilitate training sessions with staff and clients
- Identify new business opportunities

- Work with the other managers to ensure workflow is managed
- Develop and implement improved systems within the organisation
- Analyse and provide relevant and timely reports to the management team

Essential skills

- High-level communication, facilitation and relationship management skills
- High-level problem solving, analytical, business research and report writing skills
- Financial modelling skills and other quantitative methods, including advanced spreadsheeting
- Confidence and capability to present complex information to individuals and groups
- Initiative and teamwork skills
- Advanced accounting, systems and financial management and analysis skills
- Advanced knowledge of Accounting Principles
- Excellent understanding of the New Zealand Taxation Environment

Desirable knowledge

- Knowledge and ability in te reo and tikanga Māori
- Knowledge and ability to use MYOB AO, Xero and similar software

Work Experience

- High Pressure environment
- Diverse and complex organisations
- Interpersonal relationship management
- A range of sectors and industries

Personal Qualities

- A passion for Māori and business
- Honesty & Integrity
- Attention to detail
- Business ethics
- Deadline oriented
- Confidence & Astuteness

Qualifications

An accounting or business degree is required. Post-graduate qualifications are desirable. CAANZ qualification is essential.