

Position Description

Position Title:	Financial Accountant	
Reports to:	Head of Finance	
Direct Reports:	N/A	
Full/Part time:	Permanent Full Time Position	
Location:	Head Office, 62 Ascot Road	
Key Relationships:	<ul style="list-style-type: none">▪ Abodo Whanau specifically Sales, ops and production teams	<ul style="list-style-type: none">▪ Key suppliers▪ Key customers

Main Purpose (Summary)

As a Financial Accountant, you will be an integral part of our finance team, responsible for managing a diverse range of financial tasks essential to the smooth operation and strategic decision-making. You will oversee various financial processes, maintaining compliance with accounting regulations, and provide support to the finance team.

What you will do (Key accountabilities and tasks)

Financial Reporting and Compliance

- Consolidated Financial Reporting: Prepare consolidated group monthly profit and loss, balance sheet, and cash flow reports, ensuring accuracy and timeliness.
- Bank Covenant Compliance: Prepare and present monthly bank covenant compliance reports to maintain adherence to financial agreements.
- Month-End Reconciliations: Manage month-end reconciliations for accounts and financial statements.
- Fixed Asset Management: Oversee the fixed asset register and the Capex process, ensuring accuracy and compliance.
- Year-End Accounts Preparation: Prepare year-end and statutory accounts, collaborating with audit and tax agents to ensure compliance.

Financial Management

- Tax Compliance: Complete all tax-related filings, including GST, PAYE, FBT, and PROV. TAX.
- Treasury Management: Manage the treasury function, including cash flow management and forecasting.
- Budgeting Support: Assist in the budgeting process by providing valuable financial data and insights.

Analysis, Reporting and Support

- Financial Inquiry Handling: Respond to financial inquiries by gathering and interpreting data for informed decision-making.
- Government Funding Reporting: Assist the Head of Commercial with reporting requirements for various government funding initiatives and manage the claim process.
- Financial Reports Review: Review financial reports and data, investigate anomalies, and collaborate with the Head of Finance for further analysis.
- Team Support: Oversee and support an assistant accountant in completing accountancy tasks.
- Stock Takes: Assist with stock takes as required to ensure accurate inventory management
- SOP Development: Develop and maintain Standard Operating Procedures (SOPs) for financial processes.
- Ad Hoc Tasks: Undertake other tasks as directed by the management to support the finance function.





What you will bring – (Technical and role related experience)

- Accounting or Finance qualification
- Demonstrated 5+ years Accounting Experience
- Ability to think critically and analytically, with a strong aptitude for interpreting complex financial data and providing actionable insights
- Keen understanding of commercial and business operations
- Proficiency in negotiation and the ability to maintain strong relationships with stakeholders.
- Ability to thrive in a fast paced environment with excellent time management skills
- CA or equivalent preferred but not essential
- Analytical experience with proven attention to detail and data accuracy
- Health, safety and wellbeing conscious mindset

What is important to us - (Our Values)

Our Values are about why and how we do things and how they form the foundation of our culture.

Take Pride

We don't take chances. We will ensure we are a reliable supplier of carefully crafted products and services

Solve Problems

We provide solutions to our customers' problems and our own internal problems with a spirit of innovation.

Propel Change

Our impact is to make a difference. We go beyond sustainability in the way we work. We leave things better than where we found them

Champion People

Our solid bond helps to create a Better Tomorrow for everyone. Be there for your team, show up and own your role. Be bold, share your voice.

The duties contained in this Position Description may be modified and updated by the Employer from time-to-time following agreement with the Employee. This above information is intended to describe the general nature and level of work being performed and therefore does not imply that the duties/skills listed are the only duties/skills to be performed by the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

PD Created:		PD Last updated:	
Manager: (Signature)		Position Holder: (Signature)	
Updated by:			