

Assistant Accountant – Position Description

Te Whānau Tupu Ngātahi o Aotearoa | Playcentre Aotearoa Vision/Mission:

Whānau Tupu Ngātahi - Families growing together.

Playcentre is a family organisation where:

- we empower adults and children to play, work, learn and grow together
- we honour Te Tiriti o Waitangi and celebrate people's uniqueness
- we value and affirm parents as the first and best educators of their children so that whānau are strengthened and communities enriched

Purpose of the Position

This person will be part of the Finance team, made up of the Payroll Manager, and a small number of Accounts Administrators. The role will work closely with the Chief Financial Officer to have an overview of the financial status of the organisation.

The Assistant Accountant will work closely with Regional Managers on regional budgets and spending. This role will be accountable for financial reporting and management reporting. They will assist the Chief Financial Officer in preparation and completion of end of year financials for audit and regular reporting against budgets. The role will have an overview of reporting for external agencies and to the Trustee Board. They will maintain and keep accurate records.

The position is also responsible for seeking procurement opportunities to ensure optimum use of the organisation's financial resources and purchasing assets required for Playcentre to operate efficiently.

Please note this job description may change from time to time as reasonably required by Playcentre Aotearoa.

Place of Work

National Service Centre

Reporting

This role reports to the Chief Financial Officer

Key Relationships

- Chief Financial Officer
- Regional Managers
- National Management Team
- Finance team members
- External Service Providers & Agencies e.g. Ministry of Education & IRD



Key accountabilities	
<p>Role specific:</p> <p>Procurement and contract management</p>	<ul style="list-style-type: none"> • Actively seek procurement opportunities to ensure optimum use of financial resources, building relationships with suppliers and collaborating with Managers as required. • Negotiate with suppliers, writing business cases for procurement opportunities, and assisting in tender processes as required. • Monitor upcoming purchasing requirements, including equipment required by new staff and scheduled replacement of assets. • Support the rollout of newly acquired assets and their distribution, including new processes if required. • Work with the CFO to analyse the cost base of the organization and identify cost saving opportunities • Assist the CFO in management of key national contracts, including IT support and telecommunications, providing analysis as required.
<p>Accounts payable and receivable</p>	<ul style="list-style-type: none"> • Ensure the CFO is advised of any ongoing difficulties with the Accounts Payable and Accounts Receivable processes. • Prepare new credit account applications. • Ensure all travel booked through the NZ Playcentre Federation’s Air Travel Card Account is invoiced. • Act as the back-up to the Accounts Administrator – Receivables to ensure bulk funding received from the MoE is distributed to Centres accurately and in a timely manner.
<p>Management Accounting</p>	<ul style="list-style-type: none"> • Ensure Centres are using Xero appropriately, assisting with the development of training materials, reference documents and standards to support accuracy of Centre financials and standardisation of procedures. • Assist in development and maintain appropriate financial policies and procedures and systems • compilation of financial information which will assist in sound decision making. • Undertake variance analysis across the organisation, be able to articulate drivers of variances and identify issues to management and recommend corrective action. • Assist in the budget preparation process, identifying key business and cost drivers. • Ensure delivery of reliable and accurate month end reports. • Prepare accounts in Xero for month end reporting, including processing of journals, capitalisation/ disposal of assets and alignment of budgets • Respond to finance related questions from Centres, Trustee Board and other PCA employees in a timely manner. • Escalate issues which require CFO, CE or other personnel as required promptly.

<p>Financial Accounting</p> <p>Statutory and other returns</p>	<ul style="list-style-type: none"> • Assist with the preparation of financial reporting for the Trustee Board including commentary which explains variances to budget and assist in the compilation of financial information which will support sound decision making. • Undertake variance analysis across the organisation, articulating drivers, identifying issues to management, and providing recommendations for corrective action. • Ensure accurate consolidation process, including the design of financial reporting templates for Centres. • Assist in preparation of financial reporting for year end in compliance with Charities Commission, MoE and TEC requirements. • Support the Auditors to achieve a smooth sign off at the yearend financial reports. • Collate information from Centres for annual Equity reporting to MoE and file. • Co-ordinate completion of any returns required by the Department of Statistics. • File all returns with Inland Revenue Department by due date e.g., GST, FBT and other compliance forms are prepared and submitted to meet deadlines. • Ensure the regions are compliant with relevant financial regulations including accounting standards, Ministry of Education, Charities Commission and TEC requirements. • Ensure appropriate records and documentation are captured and stored, making full use of electronic filing.
<p>Bi-cultural partnership</p>	<p>Displays a demonstrated understanding of te ao Māori, including an appreciation of matauranga Māori, tikanga Māori and te reo Māori.</p> <p>Recognises and understands the principles of Te Tiriti o Waitangi and how they relate to Playcentre.</p> <p>Participates in ongoing Treaty and Bicultural related training and other appropriate professional development.</p>
<p>Centre focused</p>	<p>All Playcentre employees have responsibility for ensuring that their role and contribution (whether directly or indirectly) in the development, co-ordination and provision of services or support, proactively helps Centres to be able to undertake their work upholding and promoting Playcentre Aotearoa values and philosophy.</p>
<p>Health and Safety</p>	<p>Undertakes work safely complying with the Health & Safety at Work Act 2015 and taking responsibility for your own actions. Complies with all H&S information, instruction, Playcentre policies and procedures, training and supervision.</p> <p>Reports any health & safety hazards, risks and incidents in the workplace immediately.</p> <p>Complies with all requirements of return to work and rehabilitation plans.</p>

Key competencies	
Pou Hono: Valuing Māori	Actively engages in promotion of Māori cultural values. Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions. Identifies cultural perspectives and bias in others and challenges their views in a manner that would cause them to self-reflect.
Analytical thinking	Establish clear goals and priorities. Review or create reports, identify trends as well as isolated events. Evaluate, interpret, and integrate data into solutions.
Building relationships	Ability to establish trust and confidence of stakeholders. Honest, respectful and open in delivery of communication.
Communication with influence	Support the Playcentre community to find a common ground where necessary, and to propose viable solutions that meet individuals needs as well as the needs of the centre. Earns respect through competence in role and acting with honesty and integrity. Conveys and supports agreed messages in an articulate and persuasive manner. Solution focused.
Consultation & collaboration	Provide sound advice to support stakeholders (internal and external) and build trust. Meets deadlines. Accepts feedback openly and encourages open, honest and respectful dialogue within the team.
Delivering results	Ensure that work and information are complete and accurate. Consistently achieves priority goals, seizes challenges, and deals with any knock backs positively.

Person Specification	
Skills and Attributes	<ul style="list-style-type: none"> • Excellent computer skills - experience user of Microsoft Office Word and Excel. • Background in accounting • Relevant business/accounting related qualification – Commerce, Accountancy • Good relationship skills and the ability to work collaboratively within a team. • Strong written and verbal communication skills. • Good attention to detail and problem-solving skills. • Self-driven with a can do attitude and a positive outlook. • Organised - excellent time management skills. • Positive attitude and team player with proven customer focus.
Desirable	<ul style="list-style-type: none"> • Knowledge of Playcentre and a commitment to uphold Playcentre philosophy • Knowledge and experience within a charitable organisation • Experience/Skill in Xero • Experience in budget management • Member of CAANZ with Accounting Technician designation

