

Assistant Accountant

Reports To	Finance Manager
Location	Wellington
Direct Reports	Nil
Tenure	Fixed Term
Last Reviewed	March 2017

Organisational Statement

Education New Zealand’s purpose is to take New Zealand’s education experiences to the world for enduring economic, social and cultural benefits.

Education New Zealand (ENZ) aims to help our industry achieve growth through our research and marketing programmes, collaboration with our international education partners, our involvement in student recruitment and business development initiatives.

Role and Group Purpose

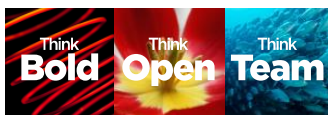
The Assistant Accountant works closely with the Finance Manager and Finance Officer-Payables to ensure ENZ’s financial information is accurate, is clearly communicated to the rest of the business and meets our internal and external reporting requirements. The Assistant Accountant is the “right hand person” for the Finance Manager, and is responsible for a wide range of accounting duties that support the delivery of month end and year end accounting results, and as part of the Corporate Services team delivers outstanding customer service to the business.

Relationship Management

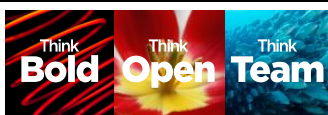
The position maintains close and effective working relationships with:

Internal	Effective working relationships with the Leadership team, managers and staff across ENZ
External	Liaise with and maintain effective working relationships with other organisations, In particular, ENZ banking, Audit New Zealand, Ministry of Education, Ministry of Foreign Affairs and Trade, Treasury and other Central Government Agencies

Key accountabilities for this position



Month End / General Ledger	<ul style="list-style-type: none"> • Balance sheet reconciliations – ensuring all ledger accounts are reconciled and reviewed on a timely basis • Preparation of month end accruals for salary & annual leave, term investment interest, purchase cards, FBT, international payments • Payroll journals and GL reconciliation • Manage scholarship register including month and year end accruals
Fixed Assets	<ul style="list-style-type: none"> • Manage the Fixed Asset register including calculation of depreciation journals, disposals and additions for review • Monthly fixed Asset Register reconciliations • Preparation of Annual Report PP&E table
Cash Management and Bank	<ul style="list-style-type: none"> • Manage term deposits including seeking favourable interest rates and making investment recommendations • Ensuring term deposits and account balances comply with ENZ Treasury Policy • Prepare cash flow forecast • Process weekly cash book transactions • Bank Account Reconciliation • Arranging and reconciling travel advance • Maintain and reconcile foreign currency petty cash
Accounts Receivable	<ul style="list-style-type: none"> • Preparation of invoices for Events and Fairs, other sundry income • Credit control including documentation • Accounts receivable enquiries • Receipting of payments • Monthly Accounts Receivable reconciliations • Preparation of Annual Report receivables disclosure note, including categorisation of exchange and non-exchange transactions
Accounts Payable	<ul style="list-style-type: none"> • Preparation of International payments ensuring correct authorisation within delegated financial authorities • Review and load weekly electronic domestic payment batches • Administer ENZ purchase cards • Overflow and backup for Finance Officer • Ensure ENZ tax obligations are filed and paid by due dates such as FBT & GST
Reporting	<ul style="list-style-type: none"> • Assist with Select Committee, Estimates, OIA and PQ preparation • Monthly CE expenses and Board expenses reporting • Assist with Annual Report notes and disclosures • Prepare annual Export Education levy report to Ministry of Education • Preparation of Fringe Benefit Tax return

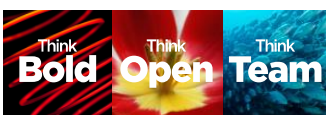


Other	<ul style="list-style-type: none"> • Assist with Audit • Assist with forecasting & budgeting including Monthly Marketing report • Seek efficiencies and process improvements • Ensure core activities are documented in deskfiles • Work with Finance team to help ensure all organisational activities comply with ENZ policies including Financial Delegation, Internal Controls and applicable legislation
Professional Behaviour	<ul style="list-style-type: none"> • Work collaboratively as part of ENZ. This requires the incumbent to be decisive, take initiative and explore options but to also accept collective responsibility for decisions made. • Lead and model the ENZ “Ways of Working” (WOW) with the rest of the organisation. • Promote the purpose, WOWs, beliefs of ENZ including good employer principles and practices and high standards of integrity, trust and behaviour in all operations of the business. • Create and maintain corporate information to high standards to ensure we can meet our reporting obligations.
Safety and Wellbeing	<ul style="list-style-type: none"> • Take reasonable care for his or her own safety and wellbeing • Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other people • Comply, so far as reasonably able, with any reasonable instruction that is given to him or her by ENZ to allow ENZ to comply with the law • Cooperate with any reasonable policy or procedure of ENZ relating to health or safety in the workplace that has been notified




To be successful in this position

For this position the Assistant Accountant needs to demonstrate the following:

- NZICA/CPA or relevant accounting qualification
- At least 2-3 years recent relevant public sector experience
- Demonstrated experience of delivering the key accountabilities
- Demonstrated experience working independently without supervision
- Intermediate knowledge of the Microsoft suite of products
- Working knowledge and experience in financial packages
- Strong written and oral communication skills
- A strong customer focus
- A team player who is willing to help in different parts of the Corporate Services team when other team members are busy
- Relate effectively and appropriately with people from a wide range of cultural backgrounds



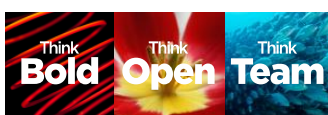
Our Ways of Working

	<p>Be rich in ideas and confident in the team's ability to turn them in to realities. Be courageous. Constantly challenge what's gone before and help shape what's coming.</p>
	<p>Get involved. Be inclusive. Respect opinions, relish feedback. Listen, really listen. Discuss. Understand. Refine. You are restricted by the limitations of what you know. But, with an open mind, those restrictions disappear.</p>
	<p>Know that we are amongst the most knowledgeable, passionate and innovative people in our industry. Each of us is talented. But together, we are world class. It's through our individual actions that we'll find success together.</p>

Role specific competencies

The Assistant Accountant should demonstrate the following competencies:

<p>Business Acumen Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organisation.</p>
<p>Cross-Cultural Agility Knows how to work the local culture; is not afraid of committing to a course of action to get started; has the courage of his/her convictions; understands the need for flexibility; won't let unresolved issues drift engages in-country locals in dialogue about how to get things done; is willing to start something and make adjustments along the way; is not afraid to try something never done before.</p>
<p>Customer Focus Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.</p>
<p>Global Business Knowledge Understands global differences in customers; knows how capital flows and operates internationally; is learning agile; understands that different approaches work in different places.</p>
<p>Innovation Management Has good judgement about which creative ideas and suggestions will work; has a sense about managing the creative process of others; can facilitate effective brainstorming.</p>



Integrity and Trust

Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

Motivating Others

Creates a climate in which people want to do their best; can motivate team or project members; empowers others; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working for and with.

Peer Relationships

Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.

