

Title: Senior Management Accountant

Reporting to: Finance Manager

Direct Reports: N/A

PURPOSE OF POSITION

The Senior Management Accountant reports to the Finance Manager and is a member of the Finance Team of MainPower New Zealand Limited (the Company).

The Senior Management Accountant role is responsible for analysis of financial information and supporting processes to improve the performance of the organisation. The Senior Management Accountant takes a primary role in supporting the Finance Manager and business with monthly reporting, budget development, budgetary control, forecasting, financial modelling, and the development, design and implementation of systems and controls, financial policies and procedures and setting a professional standard for the rest of the team in all facets of their work.

The role also actively monitors business performance and supports the Finance Manager in providing best practice and service excellence across the Finance function in ensuring that all business needs are understood and consistently met through following best practice and company policies and procedures.

POSITION VALUES

The role of Senior Management Accountant is considered a senior position within the team and it is expected that the Senior Management Accountant maintains a high level of professionalism and integrity, displays a positive attitude and team focus, and is enquiring and articulate while ensuring the Company values are upheld at all times.

KEY RELATIONSHIPS – INTERNAL AND EXTERNAL

- Finance Manager and the Executive Leadership Team
- Finance team
- All MainPower staff
- Customers
- Key suppliers, advisors and consultants

ACCOUNTABILITIES	RESPONSIBILITIES AND PERFORMANCE MEASURE
<p>Finance Provide accurate and timely accounting support to the organisation in accordance with policy</p>	<ul style="list-style-type: none"> • Maintain general ledger reconciliations, journals, and accruals to ensure they are properly processed and entered in an accurate and timely manner. • Ensure month end close processes are completed according to reporting deadlines, and all reconciling items are properly documented in the correct reconciliation format and/or promptly actioned. • Maintain balance sheet reconciliations and supporting documentation in accordance with accounting audit standards, including commentary for variances. • Maintain financial and management reporting models and templates to ensure reporting is relevant and correctly presented. • Provide support to the Finance Manager and GM of Finance to ensure the Company meets its operational and strategic objectives. • Prepare monthly reports for each subsidiary organisation and the company detailing key business opportunities and risks for consideration. • Ensure ad hoc reporting is completed within agreed timeframes. • Provide financial and commercial analysis as required by the Finance Manager and GM of Finance.
<p>Fixed Asset processing and analysis Manage the timely and accurate maintenance and reporting of the Company's fixed assets</p>	<ul style="list-style-type: none"> • Maintain current and accurate fixed asset registers, ensuring compliance with relevant account standards, tax treatments and regulatory requirements. • Process asset capitalisations and disposals on a timely basis. • Reconcile registers each month end. • Provide meaningful reporting of assets under construction • Ensure adequate governance over capital expenditure by analysing CAPEX spend against delegated authority and following up anomalies. • Prepare and maintain process notes for the finance functions relating to assets, including the capital expenditure function.
<p>Budget Management Provide support to the Finance Manager in the preparation of the annual budget</p>	<ul style="list-style-type: none"> • Assist in preparation of a comprehensive annual operating budget that captures key input from the Company's budget stakeholders. • Establish and regularly review budgeting & forecasting models and templates to ensure relevant and required information is reported on and is clearly presented. • Provide support to the Finance Manager to prepare consolidated expenditure versus budget reporting.

	<ul style="list-style-type: none"> • Assist budget holders in analysis of budget performance and completion of unbudgeted expenditure requests. • Monitor expenditure to ensure it complies with delegated authority levels. Prepare accurate and timely financial and management reporting, including analysis of variances and commentary to explain variances against budget. • Support the development and implementation of templates and processes for quarterly forecasting.
<p>Statutory Compliance Provide support to the Finance Manager for ensuring Company compliance with all statutory company administration, financial, taxation and regulatory requirements.</p>	<ul style="list-style-type: none"> • Provide support to the Finance Manager to ensure all statutory or regulatory returns, reports and disclosures are completed and filed within required time frames and payments are made as directed.
<p>Health and Safety Leadership Provide support to the Finance Manager to develop a culture of health and safety within the Finance team</p>	<ul style="list-style-type: none"> • Positively contribute to the Company's Health & Safety culture through active support and adherence to internal policies and procedures. • Demonstrate behaviours that promote HSEQ practices, policies, and values of the Company.
<p>Professional Development Undertake all professional development required to maintain competency and accountability</p>	<ul style="list-style-type: none"> • Establish and implement personal Key Performance Indicators (KPIs). • Develop and regularly review individual performance, identifying opportunities to improve performance and achievement KPIs. • Report regularly to the Finance Manager on matters of importance including achievement of team objectives and personal performance. • Attend regular training and experiences that support and maintain professional competency as appropriate for the role and wider Finance function.
<p>Documentation Supports Company practices by ensuring all finance processes and procedures are best practice and report to the Finance Manager and/or GM Finance on all areas of responsibility as required</p>	<ul style="list-style-type: none"> • Maintain a full understanding of all the Company's policies, procedures, and practices. • Drive and communicate best practice Accounting processes throughout the organisation; ensuring documented standard processes and appropriate controls are in place for the Finance departments activities. • Continuously evaluate and identify any opportunities or areas to drive improvements that can impact both company and customer experience.

<p>Financial Processes and Systems</p> <p>Provide support to the Finance Manager in ensuring application of appropriate financial controls in the Company's financial processes and systems</p>	<ul style="list-style-type: none"> • Provide support to the Finance Manager and GM of Finance in the development of documentation and regularly review processes of internal financial controls and procedures for all functions within the Company, ensuring compliance with all accepted financial management practices, regulatory requirements, and guidelines. • Provide support to the Finance Manager to ensure all relevant staff members understand the financial processes, internal controls, and procedures, and comply with all requirements.
<p>Team Participation</p> <p>Contributes to the wider team as required to achieve Organisational objectives</p>	<ul style="list-style-type: none"> • Provide support to MainPower during emergency response and adverse weather events. This support may include secondment to other areas of the business as required in order to provide support to the customer and community. • Ensure the Finance Manager is kept informed of all issues and developments pertinent to the effective and professional service of the Finance function to the rest of the business. • Participate fully in meetings with colleagues throughout MainPower, contributing as appropriate and supporting colleagues as required. • Undertake any further responsibilities as reasonably requested by the Finance Manager and/or GM of Finance.
<p>Cover</p> <p>Provide support to the Finance Manager in ensuring adequate cover of key Finance functions.</p>	<ul style="list-style-type: none"> • Provide cover for other Finance functions as required including cashflow monitoring, and tax compliance. • Provide support and back up to other Finance team members to ensure a consistent delivery of all payroll and accounting services to the business. • Maintain experience and knowledge to enable effective cover of the Finance Manager role in a 2IC capacity

COMPETENCIES – ATTRIBUTES AND BEHAVIOURS

In order to be effective in the position, the Senior Management Accountant shall have and be able to consistently demonstrate the attributes and behaviours described below:

- Actively demonstrate professionalism throughout the Company and the industry and be a credible and trustworthy person who holds the respect and loyalty of all stakeholders.
- Be proactive, energetic, enthusiastic and positive in all dealings with colleagues and customers.
- Have tenacity in pursuing goals, show focus in the face of opposition and ensure personal goals are aligned with the Company objectives.
- Demonstrate a strong understanding and commitment to the values of the Company.
- Actively work to support the goals and objectives of others in the wider business.
- Make and implement timely decisions that have broad impact across the Company.
- Display clear logic when making business decisions; analyse key drivers and opportunities to benefit the Company.
- Positively contribute to the Company's health and safety culture through active support and adherence to internal policies and procedures.
- Regularly update knowledge and skills through effective training and education.

COMPETENCIES – SKILLS AND EXPERIENCE

In order to be effective in the position, the Senior Management Accountant shall have and be able to demonstrate the following skills and experience:

- Be a CA or hold a similar professional qualification
- Demonstrated experience in an intermediate to senior management accounting or financial accounting role.
- Strong analytical skills to identify, assess and explain performance variances from budget / forecast
- A strong user of Excel with proven ability in data analysis
- Ability to work to deadlines with a high degree of accuracy and attention to detail in their work.
- A professional and results orientated approach with strong business and customer focus.
- Able to work autonomously and prioritise deadlines effectively
- Self-motivated and driven – will volunteer for new challenges without being asked.
- An ability to take initiative combined with sound judgement.
- Excellent communication skills, both written and verbal, with the ability to adapt language and style to suit different audiences.
- Positive attitude to challenge, keen to expand knowledge and skills in all areas of the business
- Calm under pressure – thinks on their feet.

This document is not intended to be exhaustive in terms of detailing the role and responsibilities of the Senior Management Accountant position but to at least to provide a 'flavour' of the requirements of the role – you may be asked to complete other duties for the betterment of the business from time to time.