







Accountant

The Accountant provides support across the Finance function with accounting tasks including finance operations, statutory compliance, management accounting and reporting, and financial analysis. This role provides key services to New Zealand Rugby and its related entities.

					
Location	Team	Leader	Employment Type	Direct Reports	Span of Control
Wellington	Finance	Financial Controller	Permanent/Full Time	Nil	Nil
Key Stakeholder Groups Internal: Management and Staff, Finance Team External: Debtors/Customers, Creditors / Suppliers, Provincial Unions and Super Rugby clubs, World Rugby, Other National Rugby Unions, Community funding agencies, External auditors, Sponsors, Supplier of NZR's Financial Management Information System					

What You Do

Finance Operations

- Assist and support with Finance Operations Team tasks and processes to ensure integrity of the General Ledger is maintained.
- Complete bank reconciliations for assigned bank accounts.
- Lead the monthly Air New Zealand process including preparation of monthly journals and reconciliation of contra/in-kind flight balances on a monthly basis with Air New Zealand.

Month End Accounting

- Prepare reconciliations of bank accounts and various other general ledger account balances on a monthly or ad-hoc basis.
- Prepare reconciliations of select key supplier statements and work with the wider team to address any reconciling items.
- Review supplier statement reconciliations prepared by other members of the Finance Operations Team.

Budget Management and Financial Assistance

- Assist and support the annual budget process including assisting Budget Managers with budget preparation and providing justification for all expenditure and consolidating the organisations budget.
- Provide input into organisational identification, management and reporting of all organisational risks.
- Advise Budget Managers on financial matters including budgeting, variance analysis, commercial contracts and other financial arrangements.

- Assist in maintaining organisational financial understanding and capabilities.
- Support the wider finance team to lead and promote financial management and stewardship across the organisation.

Analysis and Reporting

- Prepare analysis and reporting on KPIs of the Finance Operations Team (e.g. supplier payments, credit control, credit memo's).
- Assist with the preparation of monthly management financial reports and commentaries.

Fixed Assets

- Assist with maintaining the Fixed Asset Register on a timely basis to ensure it is accurate and up-to-date.
- Assist with the review of Capital Expenditure purchases to ensure amounts are within budgeted levels and delegated authority.
- Support processes ensuring the timely capitalisation of fixed assets.
- Assist with the depreciation run and reconciliations.

Compliance & Legislative Requirements

- Prepare and file Statistics New Zealand surveys on a timely basis.
- Maintain awareness of any changes in legal or compliance requirements which impact the NZ Rugby Group.
- Develop an understanding of GST and FBT filing of returns.

General

- Establish efficient/best practice accounting processes and internal controls to improve the financial effectiveness of the organisation.
- Provide assistance and role cover across the Finance Operations team.
- Responsible for the Ford Lease Scheme reconciliations.
- Assist with various ad-hoc financial projects.
- Support the wider Finance team and undertake other tasks, as required, to meet the wider team and organisation objectives.
- Build and maintain strong working relationships with external contacts and internal staff to ensure efficient and professional service.

What You Bring

Key experience and skills include:

- Excellent time management skills
- Strong numerical skills
- Accurate data entry
- Strong computer literacy using Microsoft Office Suite (i.e. Excel, Word, Outlook, PowerPoint etc) and Financial Management Information Systems experience a bonus
- Strong interpersonal skills
- Ability to follow direction, work unsupervised and meet deadlines

- Ability to balance competing priorities and achieve results
- Previous experience in an accounting role would be beneficial
- Appropriate tertiary qualification in Accounting or Commerce.
- Eligible to start or already studying towards a CA/CPA qualification.