

# Whakaaturanga Mahi – Job description

## Job details

|                           |  |
|---------------------------|--|
| <b>Job title:</b>         | Management Accountant  |
| <b>Reports to:</b>        | Finance Manager  |
| <b>Direct reports:</b>    | Nil  |
| <b>Role:</b>              | 1.0 FTE  |
| <b>Key relationships:</b> |  |
| <i>Internal:</i>          | Finance and Corporate Services teams<br>Cost centre managers<br>Contract managers<br>Business and data analysts<br>Executive Leadership Team (ELT) |
| <i>External:</i>          | Health New Zealand<br>Funders including MSD and ACC  |
| <b>Location:</b>          | Palmerston North   |

## Ko wai mātou – Who we are

Our mission is to support disabled people and their whānau to live everyday lives in their communities. We do this by effectively managing access to equipment and modifications for disabled people and their whānau on behalf of Disabled People (via MSD) and the Accident Compensation Corporation (ACC).

## He aha ngā painga ki a mātou – What matters to us most

At Enable New Zealand, we care about making a difference to disabled people and working together as a team.

## He aha te mahi – Role purpose

This role will provide support to the ELT, cost centre managers, contract managers, and the finance and corporate services team in the provision of deep insights into business performance and performance improvements and the diagnosis and proposal of solutions to issues highlighted by business intelligence and reporting.



## Ngā mahi haepapa – Role responsibilities

| Key objectives  | Responsibilities   |
|---|--|
| <b>Business Intelligence and reporting</b>  | <ul style="list-style-type: none"> <li>Provide insights into business performance (financial and non-financial) and diagnose and propose solutions to issues highlighted by BI and reporting.</li> </ul>   |
| <b>Budget development</b>   | <ul style="list-style-type: none"> <li>Contribute towards the development of the annual plan</li> <li>In line with the annual plan, contribute towards the development of a top-down budget envelope.</li> <li>In conjunction with the cost centre managers, develop bottom-up cost centre budgets within the constraints of the top-down budget envelope.</li> </ul>  |
| <b>Internal reporting</b>   | <ul style="list-style-type: none"> <li>Maintain internal financial reporting to cost centre managers, contract managers, and ELT.</li> <li>Work with cost centre managers to ensure they understand their monthly financial reports.</li> <li>Assist with weekly cashflow forecasting.</li> </ul>  |
| <b>External reporting</b>   | <ul style="list-style-type: none"> <li>Support the development of external financial statements, including liaison with the audit team.</li> <li>Assist with the completion of monthly reports to Health New Zealand.</li> </ul>   |
| <b>Contract analysis</b>  | <ul style="list-style-type: none"> <li>Support contract managers to better understand the contracts they manage by providing insights into contract performance, including contract profitability analysis, contract renewal and applications for new contracts.</li> <li>Develop and maintain robust reconciliations between general ledger spend and client focussed data reported to our funders.</li> <li>Support contract managers and accounts receivable to ensure that 100% of activity conducted within pass-through contracts is on-charged to our funders.</li> <li>Support contract managers in monthly contract reporting.</li> </ul> |
| <b>Process mapping</b>  | <ul style="list-style-type: none"> <li>Contribute towards development of process mapping across the organisation, focussed on areas of interest to finance and commercial services teams, to highlight opportunities for process improvement.</li> </ul>   |
| <b>Inventory management</b>   | <ul style="list-style-type: none"> <li>Work with the warehouse teams to build and maintain rigorous reports, internal controls, and systems to ensure that inventory records within the financial system fairly reflect physical inventories held at each of the warehouses.</li> </ul>  |
| <b>Apply Health and Safety knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work</b> | <ul style="list-style-type: none"> <li>Is familiar with all policies and procedures as they affect the work environment.</li> <li>Ensure that safe working procedures are practised, and no person is endangered through action or inaction.</li> </ul>  |

| Key objectives   | Responsibilities  |
|--|---|
| <b>Act 2015 and any subsequent amendments or replacement legislation</b> | <ul style="list-style-type: none"> <li>Is aware of and can identify hazards and take action, accordingly, including preventing or minimising the adverse effects of hazards.</li> <li>Ensure that all incidents, including near misses, are reported within the required timeframe using Enable New Zealand's incident reporting system. Actively participate in Enable New Zealand's health and safety programmes, through input into meetings and feedback through committee structures.</li> </ul> |
| <b>Te Tiriti o Waitangi – Treaty of Waitangi and Equity</b>              | <ul style="list-style-type: none"> <li>Apply knowledge of Te Tiriti o Waitangi and its application in Health to all work practices. Attend appropriate Te Tiriti o Waitangi education sessions.</li> </ul>  |

## Ngā āheitanga matua – Key Competencies

Competencies are the skills, knowledge, and attributes required to be fully competent in this position. There will be a programme available for appointees to meet competencies where a need for continued development is identified. For the purposes of selection, essential competencies have been identified, and decisions will be made based on the ability of applicants to meet these:

### Qualifications and Experience

#### Essential

- Bachelor of Accountancy or equivalent.
- Membership of a recognised professional accounting body (e.g. CAANZ, CIMA or similar).

#### Desirable

- At least three years' experience in management or financial accounting roles, preferably in mid to large organisations.
- Experience in the health and disability sector would be an advantage but is not essential.
- Experience and a working knowledge of an enterprise financial system is highly desirable.

### Skills and Attributes

#### Desirable

- Ability to manage and report financial data using appropriate financial report writing tools.
- Excellent spreadsheet skills and ability to use financial management, database and word processing software.
- Ability to envisage information requirements of decision makers and design systems to provide such information.
- Ability to analyse and investigate complex data and information issues or problems and implement appropriate solutions or recommend options.
- Ability to follow through a task or assignment to completion with attention to detail and accuracy in work.
- Ability to express ideas spontaneously, logically and convincingly in simple, clear language.
- Ability to maintain a high standard of work and output level under pressure.
- Ability to manage projects as delegated.
- Demonstrates a commitment to the provision of professional, customer focused services.

- Demonstrates an ability to work independently as well as sustain constructive relationships with key individuals and groups.
- Strong planning, organising, productivity, and time management skills
- Excellent inter-personal skills, ability to develop and sustain positive and mutually respectful relationships
- Strong ability to influence, analyse, advise and problem solve with a solution-focus

### **Physical Attributes**

Under the Human Rights Act 1993 discrimination based on disability is unlawful. Enable New Zealand Limited will make all reasonable efforts to provide a safe and healthy workplace for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from the People and Culture team.