



**ALLEN+CLARKE**

## **Financial Accountant**

- Bring your finance and accounting skills and experience
- Use your people and relationship management skills
- Bring your high level of attention to detail
- Join a flexible, smart and committed team
- Help us to make a difference

Are you looking for a new challenge? Allen + Clarke is looking for an experienced financial accountant. This is a full time (1 FTE), wide ranging role, working closely with the Business Manager to run and manage the daily accounting and financial responsibilities for both the New Zealand and Australian companies.

We need someone with experience in financial and/ or management accounting. Experience in running payroll, accounts payable and receivables including preparing invoices is essential. Experience in preparing cash flow statements and balance sheet reconciliations is also required. Having experience strengthening processes and controls would also be important.

We are a consultancy company that works with government, NGO and private sector clients on projects that matter. Our consultants are split across three Practices (Evaluation + Research, Secretariat + Programme Support, and Policy + Regulatory) and two offices (Wellington, Melbourne). Our projects can be long or short term. They can be individual or team-based. The position is based at our Wellington office in The Woolstore in Thorndon. Our people are flexible, hard-working and committed. They care and want to make a difference. They know how to work with pace. They never lose sight of quality. They are good at identifying opportunities, risks and issues and mitigating them to ensure success.

Come join us if you:

- Are capable of operating in a consulting environment, with a strong client focus and enjoy working with clients (mostly internal, but also external) to identify and meet their needs
- Enjoy providing thought leadership
- Work well over multiple streams of work
- Enjoy improving business processes
- Like networking and meeting new people
- Care and want to make a difference

If you have any questions, please contact Philippa Tinetti on 04 890 7300 or [recruitment@allenandclarke.co.nz](mailto:recruitment@allenandclarke.co.nz)

To apply please email a cover letter and your CV to Philippa at the above address.

Applications close at 5pm Friday 17 January 2020.

Note that our office closes on 20 December and reopens on 6 January.

Interviews will likely take place in the weeks of 20 and/or 27 January 2019.



# A+C Job Description

## FINANCIAL ACCOUNTANT

<b>Position:</b>	Financial Accountant
<b>Location:</b>	Wellington
<b>Responsible to:</b>	Business Manager
<b>Effective:</b>	18 December 2019

## PURPOSE AND KEY ACCOUNTABILITIES

The *Financial Accountant* provides sound financial accounting support to Allen + Clarke and its affiliated companies in Australia, ensuring the company manages its finances well, tracks progress and reports effectively. Key relationships include: the Business Manager, Managing Partners (NZ and Australia), Practice Leads, and the Board.

The *Financial Accountant* role is full time. It reports to the Business Manager, and is based in Wellington. The role includes the following functions:

Purpose of the Role	Key Accountabilities and Deliverables
<b>Financial accounting</b>	<ul style="list-style-type: none"> <li>• Process accounts receivable invoice entries and receipting.</li> <li>• Overdue AR management.</li> <li>• Process accounts payable invoices, electronic payment of creditors and reconciliation of creditor accounts.</li> <li>• Maintain the General Ledger, loading the annual budget and updating forecasts.</li> <li>• Monthly reporting and reconciliations.</li> <li>• Assist project managers with project budgets and project costing.</li> <li>• Manage cash flow and bank reconciliations.</li> <li>• Manage the asset register.</li> <li>• End of year accounting functions including all ledger reconciliations.</li> <li>• Complete compliance returns including GST and FBT returns and other financial reporting requirements.</li> <li>• Develop and maintain appropriate filing and archiving systems for the management of financial records.</li> <li>• Manage staff reimbursement claims, and invoicing and expense claims from sub-contractors.</li> </ul>
<b>Invoicing</b>	<ul style="list-style-type: none"> <li>• Assist the Business Manager with the monthly invoicing, management of WIP, IIA</li> <li>• Engage with staff regarding requested write-ons and -offs</li> </ul>
<b>Payroll</b>	<ul style="list-style-type: none"> <li>• Process and maintain the payroll function including fortnightly payroll (Australia and NZ), engaging with external payroll / superannuation / workplace insurance providers in Australia</li> <li>• Maintain in conjunction with the Business Manager, relevant software such as payroll, accounting and banking systems.</li> </ul>
<b>General business</b>	<ul style="list-style-type: none"> <li>• Adopt and promote a customer orientation in all activities and strive for quality in customer service within the core business parameters established. Support the customer service goals and standards of Allen + Clarke by ensuring prompt and appropriate response to customer (internal and external) enquiries.</li> <li>• Participate in, as a team member, designated Allen + Clarke wide projects, as required.</li> <li>• Adhere to and promote Allen + Clarke's management policies, practices and values.</li> <li>• Undertake other duties as required from time to time.</li> <li>• Complies with Allen + Clarke's health and safety policy and practices.</li> </ul>

## PERSON SPECIFICATION

### Qualifications and experience

- Appropriate accounting qualification or relevant intermediate experience in an accounts role
- Experience with and sound understanding of accounting processes in order to process all aspects of accounts
- Experience with integrated job costing and reporting
- Experience with Microsoft Excel to an intermediate level
- Experience in running a payroll function and knowledge of payroll legislation
- At least two years experience in a similar position within New Zealand.

### Personal attributes

The appointee will enjoy working in a team environment where there is scope for considerable autonomy. It is an environment that emphasises engagement with, and involvement of, a wide variety of agencies and individuals in support of the clients' needs (this includes both internal and external clients). Appointees must have excellent organisational skills and the ability to meet deadlines. This position has responsibility for management of staff and for improving business processes. The appointee must:

- Have excellent numerical skills, and analytical and problem solving skills
- Pay attention to detail, and value accuracy
- Deal effectively and calmly with pressure, conflicting priorities and deadlines
- Be committed to producing neat, ordered and logical work
- Have excellent time management and organisational skills to meet deadlines
- Develops cooperative relationships to get job done
- Actively share information and offer advice and encouragement to others in support of getting the best result
- Perform a varied range of tasks with minimal supervision
- Provide technical leadership on specific tasks/projects
- Understand and complies with relevant legislation and standards
- Recognise and acts on opportunities
- Have personal drive, integrity and discretion
- Have interpersonal skills that encourage positive interaction across the business.
- Understand the role of the team and how it contributes to overall business performance.