Rārangi Utu ā-Mātauranga
EDUCATION PAYROLL

Position Description

Senior Accountant

Reports to	Location	Band	Date
Hautū Finance and Reporting	Wellington	16	August 2024

Role overview

The Senior Accountant is responsible for providing Education Payroll Limited with timely, accurate and high-quality accounting functions and managing monthly financial reporting, annual budgeting and regular forecasting.

In this role you will support leaders to define and prioritise initiatives across the medium and short term that align with the Education Payroll strategy and objectives.

Key responsibilities and accountabilities

Monthly accounting	Manage month end processes, including journals, reconciliations and monthly timetable. Prepare monthly financial results for management and budget holders, to agreed timetable. Consolidate monthly financial reporting with project reporting. Produce financial reports for senior leaders. Manage the maintenance of the fixed assets register. Manage cash flow to meet Education Payroll's cash requirements.
Management	Maintain up to date and fit for purpose accounting policies and procedures and take a continuous improvement approach to this to ensure that we are doing this the best way we can. Ensure financial transactions are carried out in an accurate and timely manner. Support the development of financial awareness and management capacity within Education Payroll as a whole.

Budgeting and forecasting	Support effective budgeting and forecasting processes across Education Payroll. Support the development of the annual budget, in conjunction with managers and budget holders. Maintain regular forecasting throughout the financial year, in conjunction with budget holders.
Financial analysis and advice	Assist and support managers to identify and recommend opportunities for improvements. Undertake ad-hoc and special accounting projects as requested by management.
Reporting	Assist in the preparation of the financial portion of the Annual Report, the Statement of Performance Expectations and Education Payroll Business Plan. Analyse and report significant variances against budget and forecast to Management with appropriate recommendations for mitigating variances.
Compliance	Ensure an appropriate control environment is in place and maintained. Support the annual audit process and provision of financial audit work papers. Ensure compliance with government reporting requirements (including CFISnet) and tax filings.

Leadership expectations

The following leadership expectations apply to this role.

Lead self	Demonstrate Education Payroll values: • Ako | Learning & improving • Mahi tahi | working together • Aro ki te kiritaki | Customer focus. Maintain positive relationships. Hold yourself accountable. Be agile and adaptive. Show courage.

Lead Education payroll	
Strategic planning	Actively contribute to creating and maintaining a strategy that aligns actions, plans and resources with business objectives.
Financial management and strategic financial management	Make decisions that support the effective use and control of Education Payroll financial resources, within budget and delegations. Ensure financial decisions align with the long-term goals of EPL, maximise value and mitigate risk.
Risk management	Identify, assess, mitigate and record risks arising from internal process, people, systems or external events that could potentially disrupt business operations and/or breach legislative requirements. Escalate risks that cannot be sufficiently mitigated within your span of control. Take collective responsibility for enterprise risk management and understand the cumulative impact of risks across the organisation.

Required experience, skills and knowledge

To be successful in this position you will need:

- relevant tertiary qualification and CA/CPA qualified
- experience in the use of integrated ERP and financial systems
- proficiency in Excel to an expert user level
- experience in the completion of annual reporting
- experience in budget processes, reporting, and analysis
- excellent communication with team, peers, internal and external customers, both written and oral
- to be able to show initiative and work well under pressure
- to be skilled in decision making and problem solving
- to be very flexible adaptable and resilient
- to self-manage.