

**Position description**

**JOB TITLE**: Management Accountant

**DEPARTMENT:** Finance

**RESPONSIBLE TO:**  Manager Management Accounting & Reporting

**REPORTS:** None

**External contacts:** None

**Internal contacts:** Managers, other operating units, other Finance staff.

# **PURPOSE OF POSITION**

* Working in tandem with the other accountants within the Finance team the Management Accountant will support the evolution of the Institutes financial management framework through the accurate and timely delivery of budgeting, forecasting and costing information.
* Utilising a “business partner” approach the Management Accountant will work alongside managers and their staff to provide financial coaching, financial analytics and associated support.

# **KEY ACCOUNTABILITIES**

The Management Accountant will be expected to perform all the duties reasonably necessary to ensure they deliver on the following accountabilities:

* Work collaboratively with the business to develop:
  + A robust multi-year planning model that provides the financial management framework for Strategic Planning/Investment Plan development.
  + A rolling forecast for the organisation/divisions/business units.
  + The annual budget for the organisation/divisions/business units.
  + Preparation of costing information for programme portfolio/business units/projects.
  + Preparation of student fee schedules for the Institutes portfolio of programmes/courses.
* Meet with management throughout the organisation on a monthly basis to stay connected to business developments and ensure forecast/future budgets and strategic plans are appropriately provided for. This will require a proactive approach and effective liaison and coaching of staff.
* Provide support to the development of financial commentary preparation used within management and governance reporting.
* Documentation and refinement of the budgeting policies and processes used by WelTec, Whitireia and our subsidiaries.
* Other duties as directed by the Manager Management Accounting & Reporting that may be required from time to time.

# **PERSON SPECIFICATION**

It is preferable for applicants to have tertiary qualifications in Accounting and membership of a professional body with:

* suitable management accounting experience;
* strong communications skills;
* experience with computerised accounting systems preferably Technology One and advanced excel skills;
* sound knowledge of New Zealand accounting standards;
* sound knowledge of the New Zealand taxation system.

**The applicant will also possess the following competencies:**

**Specialist knowledge and leadership**

The ability to demonstrate superior theoretical and practical expertise and leadership in financial forecasting, costing, analysis, and reporting. This includes the demonstrated ability to:

* prepare and model actuals and forecasts that can reflect and assess the potential outcomes of such things as strategic decisions or changes in environmental drivers;
* the ability to provide effective analysis on financial information;
* expertise in successfully delivering a proactive and timely management advisory and performance reporting service.

**Demonstrates Leadership**

Can inspire, guide, empower and persuade individuals and groups towards the achievement of goals, while maintaining team cohesiveness and cooperation. It includes having a capacity to define a vision independently, taking a role as a leader and develop teamwork and motivation among a group of people. It requires skill in consulting, supporting, motivating, coaching and delegating as appropriate, and accepting responsibility for all actions and results associated with the role.

**Develops Capability & Sustainability**

Can assess and act on opportunities, situations, and problems to improve WelTec & Whitireia’s capability and sustainability. It incorporates planning and developing the capability of WelTec & Whitireia and its staff in relation to the key performance indicators (KPI’s), by managing performance and risk, developing critical competencies, optimising the value of staff, effectively utilising resources, and optimising benefit/cost ratios.

**Achieves Individual Excellence**

Can set and achieve high standards of performance in all aspects of work at WelTec & Whitireia. It incorporates demonstrating a strong commitment to WelTec & Whitireia (its vision and its goals), showing initiative and achieving quality even where there may be obstacles, and being innovative and creative, while at the same time balancing the benefits with costs or risks. It also includes acceptance of responsibility within a framework of risk and initiative.

**Has positive and productive partnerships and relationships with Industry, Students, Iwi and other customers**

Can connect and has credibility with relevant industry and other key stakeholders and constituents. It incorporates demonstrating an understanding of and having a passion for industry, for students’ success, and for supporting partnerships with Iwi. It includes partnering with others to achieve optimal outcomes, positively managing relationships, searching for productive opportunities to create new business with others that fits the goals of WelTec & Whitireia, and developing and maintaining high standards of customer service (internally and externally).

**Makes effective decisions**

Can make decisions within the context of WelTec’s & Whitireia’s environment (economic, social, educational and regional) its vision, its values and its plans as tertiary educational institution. It incorporates understanding education and learning in these contexts. It also includes the ability to approach situations or problems in a systematic and logical way, seeking and analysing available information, and exercising reasoned judgments in a timely and effective manner.

**Communicates for Results**

Can proactively and effectively communicate with others to obtain the results that are needed. It incorporates understanding your audience and using listening, oral and written behaviours and skills informed by that understanding.

**Works effectively within and across Teams (as an individual)**

Can, as an individual, effectively support and contribute to the success of teams. Can successfully build relationships across teams, helping other groups meet their goals. It includes supporting collective decision-making and demonstrating a commitment to the group, showing interpersonal sensitivity and managing conflicts (own and others).