

Position Description			
Position Title	Business Accountant	Group	Finance & Commercial
Function	Finance & Commercial	Department	Finance
Cost Centre	AA	No. of Direct Reports / Total Reports	N/A
Position Reports to	Financial Accounting Manager		

Primary Accountability

The primary purpose of this position is to assist the Financial Accounting Manager and the wider accounting team across ANZ in the smooth running of NEC New Zealand’s finance function and in providing accurate, timely and complete reporting and advice to support effective decision-making.

Areas of Accountability/Key Responsibilities

Management Accounting:

- Support the wider accounting team across ANZ with the preparation and compilation of the annual budget.
- Lead and co-ordinate the monthly forecasting process by engaging with business unit managers to help them understand their numbers and their future revenue and spend.
- Be a business partner to business unit managers, project managers, account executives and assist with reporting and answering queries.
- Own the sales pipeline report and process and work with business unit owners and account executives to keep this updated.
- Complete the month end and reforecasting global reporting requirements for Budget Control (HQ) in the SMART2 system.
- Complete the material required for reporting to NEC Australia and various Global business unit reporting lines.
- Respond to queries from HQ and others.

Financial Accounting:

- Assist with month end activities to ensure financials are up to date and accurate, completing monthly journals, system processes, and balance sheet reconciliations within deadlines.
- Ensure that the fixed assets register is properly maintained in line with policies and procedures.
- Preparation of monthly, quarterly, annual returns for GST, FBT, NRWT, Income Tax to ensure NEC NZ understands and fully meets its tax obligations.
- Review and investigate taxation issues as may arise as part of BAU activity.
- Assist with the completion of financial reports to ensure accurate and timely financial information is disseminated to key stakeholders and provide support during the business partnering meetings with BU managers.
- Assist with the annual audit including preparation of annual statutory reports and with audit queries.

- Assist with the effective management of inventory and that policies are complied with.
- Processing payment runs.
- Provide accounts support including bank reconciliation, purchasing, invoicing.

Back Up and Support to ensure back up support is available for team members when required.

- Act as back up support for the Finance & Office Administrator.
- Act as back up support for the Financial Accounting Manager.
- Assist with other administration tasks as requested.
- Provide financial advice for Fleet Management
- Provide back-up for NZ Post

Customer Service to provide top class service and internal customer support.

- Develop regular and open communication lines
- Inform and involve customers with decisions.
- Address customer complaints and dissatisfaction.
- Establish and maintain trust.

Other Compliance

- Ensure a sound understanding of, demonstrate commitment to and comply with all legislation and NEC policy relevant to the role and all activities undertaken in the role.

Challenges

List 2 – 3 challenging aspects of the position

- | Managing priorities around deadlines
- | Attention to detail and getting things right the first time
- | Keeping abreast of accounting rules/updates

Qualifications/Industry Certifications

Essential	Desirable
<ul style="list-style-type: none"> University degree in Commerce or Finance 	<ul style="list-style-type: none"> CA qualified or working towards CA qualification / or similar

Professional Experience

Professional work experience and skills relevant to the position

- | Minimum of 3 years post qualification experience
- | Financial reporting and analytical skills
- | Budgeting and forecasting experience
- | Experience using SAP FMIS and BI reporting tools (e.g. TM1)
- | Excellent PC skills particularly Excel and Word
- | Attention to detail
- | Outstanding customer focus: gain a clear insight of the customers' business need through effective discovery and understanding of available information

- ▮ Interpersonal Skills: relates well to people, builds appropriate rapport and listens, builds constructive and effective relationships
- ▮ A skill for dealing with ambiguity and making quick decisions based on incomplete or unknown information
- ▮ Takes an ‘Owners Mindset’ to everything you do at NEC and with our customers
- ▮ Integrity & Trust – Ethics & Values is widely trusted and respected.
- ▮ Time Management: prioritises time effectively and efficiently – self-manages and acts with speed to meet deadlines

Decision Making

Decisions made independently by the role	Decisions/recommendations made after consultation with Manager
▮ In line with agreed DoA frameworks	▮ To be agreed, as required

Key Relationships

Internal	External
<ul style="list-style-type: none"> ▮ NEC NZ Finance Team ▮ Management and other NEC NZ staff ▮ Wider accounting team across ANZ ▮ NEC Australia and NEC Global 	<ul style="list-style-type: none"> ▮ Customers ▮ Suppliers ▮ Auditors

Work Health & Safety Obligations

Your health, safety and wellbeing is important to us at NEC. It is therefore critical that all employees take responsibility for the health, safety and wellbeing of themselves and others. To ensure a zero-harm approach and the well-being of all our people, you must comply with our policies and frameworks and ensure your own health, safety and wellbeing while at work and that your actions or inactions do not harm others.

Our Vision

Enabling secure identity and communication in a fast-moving world where every experience is connected.

Our Intention and Values	
Diversify and grow customers, our people, and our capability and revenue streams.	
<ul style="list-style-type: none">■ Innovation■ Customer Centric■ Courage	<ul style="list-style-type: none">■ Collaboration■ Excellence

NEC Group Code of Values	
The following core values are central to the organisations culture, attitudes and behaviour and it is expected that each employee will actively demonstrate their commitment to these values.	
<ul style="list-style-type: none">■ Look Outward. See the Future■ Think Simply. Display Clear Strategy■ Be Passionate. Follow through to the End	<ul style="list-style-type: none">■ Move Fast. Never Miss an Opportunity■ Encourage Openness. Stimulate the Growth of All.