



WALKING ACCESS
ARA HĪKOI AOTEAROA

POSITION DESCRIPTION

Position:	Assistant accountant
Location:	Wellington
Reporting to:	Deputy chief executive
Date:	January 2021
Duration:	18 months

Background

The New Zealand Walking Access Commission was established by the Walking Access Act 2008. The role of the commission is to enhance and extend public access to New Zealand's outdoors.

Position summary

The assistant accountant will provide support to corporate services by helping with preparing financial statements and reports, general ledger account reconciliations, budgets, processing invoices, and checking credit card transactions.

The assistant accountant has the functional and technical knowledge and skills to do the job at a high level.

Main tasks

The role includes:

- Supporting the corporate services team to provide financial services to the commission. These may include preparing financial statements, reconciling general ledger accounts, processing payments and payroll, audit matters, and making journal corrections
- Preparing monthly financial reports
- Assisting with annual report financial statements and reports

- Assisting with annual budget forecasts
- Collaborating on various accounting projects
- General administration services and support to the staff and Board of the commission as required
- Other corporate duties as required

Person specification

Education and experience

- A relevant accounting qualification is desirable
- Experience with Xero accounting system is an advantage
- An understanding of the Treaty of Waitangi and the Crowns obligations under the Treaty is desirable
- The ability to produce accurate financial reports
- Must be competent in Microsoft Office suite and Adobe PDF software
- Knowledge of SharePoint is an advantage

Skills

- Excellent attention to detail
- Good written and verbal communications skills
- Good time management and prioritisation skills
- Good relationship management skills

Competencies

Work standards

- Sets high personal and professional standards for self and others
- Assumes responsibility and accountability for the successful completion of projects, assignments or tasks

Integrity

- Acts in a manner that conveys the principles important to the commission, including professionalism, impartiality, fairness, sound business ethics and respect for others
- Is direct and truthful

Agility and effectiveness

- Displays energy, optimism and perseverance
- Ensures effective performance when faced with ambiguity, changing environments and demands

Information management

- Manages information systems and stores information to enable the efficient and effective use of that information

Achievement oriented

- Plans and manages activities and projects for self and others
- Organises tasks to make best use of time and resources
- Focuses on key objectives

Building relationships

- Builds, maintains and uses effective working relationships, internal and external to the commission, to complete projects, assignments and objectives.

