

FINANCIAL REPORTING ACCOUNTANT, KAIKAUTE RĪPOATA PŪTEA



REPORTS TO	LOCATION	DIRECT REPORTS	GROUP
Financial Controller, Pouwhakahaere Pūtea	Wellington	Nil	Strategy, People & Partners (SPP)

“Our purpose is to grow companies internationally – bigger, better, faster – for the good of New Zealand”

“Tā mātau whai kia whakakaha kamupene – kia nui ake, kia pai ake, kia tere ake – mō Aotearoa ngā whiwhinga”

WHY IS THIS ROLE IMPORTANT? | TE MANA Ō TE MAHI?

This role is the financial reporting subject matter expert that maintains, develops and delivers performance reporting both internally (incl. Lead Team and Board) and externally (Treasury and NZ Inc. partners) supports the development and growth of NZTE’s financial management and insights.

WHAT’S THE ROLE ABOUT | TE NGAKO Ō TE MAHI?

The most important work of this role is to...

- Meet monthly finance timetables and schedules for timely and accurate financial reporting (including Lead Team, Board reporting and CFIS reporting).
- Develop dashboard reporting integrating and maximising finance data to produce insights for leadership decision making.
- Develop customer centric reporting for organisational users.
- Support the Financial Controller with system improvements to maximise data outputs, minimising human intervention for control reporting.
- Complete monthly balance sheet reconciliation reviews, verifying ledgers and accounts and making corrections where appropriate.
- Complete year-end financial statements for NZTE and associated entities.
- Collaborating with the Finance team and other business teams to work on various accounting projects.
- Communicate and facilitate a high standard of user experience; training, development and support across the organisation when requested.
- The Financial Control team to support development, direction and strategy for innovation in financial processes and system development.
- NZTE’s performance team to connect and collaborate on organisational performance measures and outputs.
- Strong collaboration across the team to support accurate and timely financial processes and control.
- Work with finance users to train, support and advise.

Success in this role means:

- All NZTE are enabled to use our financial resources to achieve their goals.
- All NZTE has a great customer experience in using the Finance team.
- Teams are using finance systems to their best advantage, minimising the administrative tasks of their role, to maximise NZTE customer focused outcomes.

- Finance systems are fully integrated, processes are simple, automated, and financial data is recorded accurately.
- The organisation has confidence in the management of our financial resources and the controls to support good financial stewardship.

WHAT CAPABILITIES ARE NEEDED TO SUCCEED | Ō PŪKENGA?

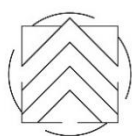
- **Strong relationships and interpersonal skills** - able to use and build on existing connections and maintain great relationships with multiple people. Relates well to everyone, understands how they impact others and manages conflict well. Collaborates across the organization, not just within their team.
- **Flexible** - can eliminate roadblocks without being knocked off balance by the unexpected. Can effectively cope with change, can decide and act without having the total picture. Ability to be self-directed and motivated, counted on to get the job done among tight and competing deadlines.
- **Great at Influencing** - communicates at all levels of the organization and can determine the best way to enable desired outcomes by talking their language and responding to their needs; can craft approaches likely to be seen as appropriate and positive.
- **Action orientated** - enjoys working hard; does what they say they're going to do and is full of energy for the things he/she sees as challenging. Is not satisfied by the status quo and wants to push the boat out on innovation.
- **Drives for results** - can be counted on to exceed goals successfully; is constantly and consistently one of the top performers.
- **Great at prioritising** – spends time on what's important; zeros in on the critical, eliminates roadblocks; creates focus for self and team. High level of attention to detail, presentation and accuracy comes with this.
- **Good understanding of NZTE** – Is able to work effectively within NZTE's systems and operating model to deliver results.
- **A solutions architect** – not focused on the problem but uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; looks beyond the obvious and doesn't stop at the first answers.
- **Customer champion** – is focused on the internal customer's experience locally and internationally. Gets first-hand customer information and uses it for improvements in products and services; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Technical skills** – sound knowledge of accountancy including systems, methodologies, technology and foreign exchange management, and experience in implementing new finance system, process improvement and financial controls. Tertiary qualification, with a minimum 5 years' experience, in preferably both commercial and public sector environments
- **Extras** – an understanding of Excel Macros (VBA) or other programming languages, preferred experience with Microsoft Dynamics 365, Power BI and budgeting and forecasting tools, a member of Chartered Accountants ANZ or the equivalent and an understanding of the public sector environment would be nice.

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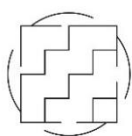
Our characters | Ō mātou uara

- **Ambition drives us** – Our ambition for our customers is high, and we always rise to the occasion. We help meet their business expectations by expecting greatness of ourselves.
- **Adventure teaches us** – Experimentation is more powerful than perfection, as only through learning from our missteps can we truly succeed. That's why 'giving it a go' is the best way to learn.
- **Honesty frees us** – We explore challenges with an open mind. Only when we ask questions and truly listen can we discover the right way forward.
- **Trust binds us** – Our people may be worlds apart, but it's trust that holds us together. Growing a nation is only possible when we keep promises and honour commitments.
- **Manaaki is us** – We celebrate the mana (strength and dignity) of each other as being equal to or greater than our own. We strive to enhance mana in everything we do through our hospitality, generosity and mutual respect.

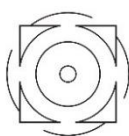
It's when these five characters work together that we truly become One Global Team – that's the real superpower of our organisation and how we achieve so much for our customers.



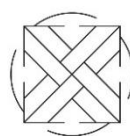
AMBITION
Drives us



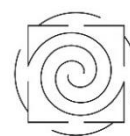
ADVENTURE
Teaches us



HONESTY
Frees us



TRUST
Binds us



MANAAKI
Is us

How we lead at NZTE | Ā mātou kawenga ki Te Taurapa Tūhono

Leadership at NZTE takes a broad definition. We see leaders as those who lead others. That can include formal people leaders, leaders through influence or those who are leading our customers. At NZTE we define leadership as *"enhancing mauri to deliver impact"*.



NZTE is committed to uplifting the mana of Māori as tāngata whenua and recognises Te Tiriti ō Waitangi/ the Treaty of Waitangi as Aotearoa's founding document.