

ACCOUNTS ASSISTANT POSITION DESCRIPTION

PURPOSE

The position of Accounts Assistant is responsible for assisting the Management Accountant to meet the financial requirements of Rakaia Island Limited. The role may include responsibility for the finance administration for subsidiary or associated businesses.

The Accounts Assistant is a key role in the Finance Function and will be responsible for all Accounts Payable and Accounts Receivable duties along with all data input activities.

REPORTING

The Accounts Assistant will report to the Management Accountant and will have working relationships with the Business Manager and Office Administrator.

BUSINESS VALUES

The shareholders' aim is a simple, sustainable, safe business.

The Rakaia Island values sit at the heart to achieving this...

Proud farmers – we can all be proud of our people, cows, pasture, environment, sustainable practices and farming within the Rakaia Island business.

Family – having a sense of belonging and respecting each other to do what is right.

Making it happen – committed to making a difference and passionate about it.

Continuous learning – we are leaders in our field, everyone is learning and improving everyday.

KEY ACCOUNTABILITIES

INDICATORS OF SUCCESS

1. SENIOR LEADERSHIP TEAM LEVEL

- Provision of timely and accurate information to enable Senior Leadership Team decision making
- Establish and maintain excellent working relationships with internal and external stakeholders

2. OPERATIONAL LEVEL

- Financial administration is completed in a timely and accurate manner
- Support business operation with a focus on continuously improving financial systems and performance

KEY RELATIONSHIPS

INTERNAL:

CEO, Management Accountant, Group Operations Manager, Business Manager, Senior Farm Manager, Unit Managers, Office Administrator

EXTERNAL:

Accountant, Bank, Ellesmere Agricultural Limited, suppliers, contractors

KEY RESPONSIBILITIES

ACCOUNTS PAYABLE/RECEIVABLE

Ensure financial obligations are met and all financial transactions are completed accurately and on time.

TARGET OUTCOMES

- Process accounts receivable invoices accurately and within appropriate time frames
- Ensure all accounts payable invoices are approved by the 10th of each month for all business units
- Process approved accounts payable invoices accurately and within appropriate time frames
- Code transactions appropriately
- Oversee and ensure payment of all AP accounts for all business units in a timely manner
- Process staff expense claims and ensure these are appropriately authorised
- Maintain accurate records
- Reconcile accounts payable and receivable monthly
- Resolve account queries
- Complete monthly bank reconciliations accurately and within appropriate time frames

PAYROLL

In the absence of the Office Administrator, ensure business payroll obligations are met and all transactions are completed on time and accurately.

TARGET OUTCOMES

- Ensure compliance with statutory returns, deductions and other legislatively mandated requirements
- Check fortnightly payroll and process payments once payroll has been signed off
- Reconcile payroll records and ensure all information is kept secure and confidential

IRD

Prepare GST, FBT and PAYE returns and reconciliations for sign off by Management Accountant.

TARGET OUTCOMES

- PAYE, FBT, GST, Provisional Tax etc. returns and reconciliations are prepared on time and accurately
- Liaise with Management Accountant to ensure all company IRD obligations are met on time and accurately

REPORTING

Provide regular reports to the Management Accountant, as required. Assist with the production of monthly management accounts in conjunction with the Management Accountant.

TARGET OUTCOMES

- Provide support and assistance to the Management Accountant in the preparation of monthly reports and annual accounts
- Distribute relevant reports to the Senior Leadership Team, Senior Farm Manager and Unit Managers
- Reporting, both internal and external, is accurate and time deadlines are strictly adhered to
- Be available as the first point of contact for queries and advice on interpretation

FINANCIAL ADMINISTRATION PERFORMANCE

Ensure appropriate systems are in place, monitored and managed to ensure efficient, effective performance.

TARGET OUTCOMES

- Ensure the financial administration systems meet the requirements of the business and that information is reliable and accessible
- Ensure the processes and practices within the financial administration function reflects the requirements of the business
- Embrace Continuous Improvement principles and regularly review financial administration processes and practices to identify opportunities for improvement
- Ensure data safety through effective management of systems and back-up processes
- Manage data integrity through quality control checks

RELATIONSHIP MANAGEMENT

Establish and maintain excellent working relationships with internal and external stakeholders which ensure a high degree of cohesion and a team approach.

TARGET OUTCOMES

- Foster and promote partnership relations with key internal/external stakeholders including suppliers, Senior Leadership Team, Senior Farm Manager, Unit Managers, Business Manager and Office Administrator
- Work with Senior Leadership Team, Senior Farm Manager and Unit Managers to optimize internal customer experience
- Maintain an open and constructive relationship with the Management Accountant

OTHER

Undertake projects as required.

TARGET OUTCOMES

- Complete any other assignments, projects or responsibilities delegated or assigned by the Management Accountant
- Assist with other administrative tasks as required, for example, to cover leave absence
- Respond positively to requests for assistance in other areas, and undertake new work tasks with enthusiasm, interest and good humour
- Contribute to the overall goals and objectives of Rakaia Island Limited through initiative and active team participation

HEALTH AND SAFETY

Comply with all health and safety requirements as directed by the Management Accountant or outlined in the Health and Safety Manual. Support business H&S culture, including;

- Complying with all Health and Safety requirements as outlined in the Health and Safety Manual
- Complying with all farm health and safety policies and procedures, including the wearing of all personal protective equipment
- Notifying the Management Accountant of new hazards as identified
- Notifying the Management Accountant of any accident or near miss accident, (injury or non-injury) and completing an Accident Report within 24hours of incident.

This job description is designed to give an indication of the type of work and performance expected of the jobholder. It does not provide an exhaustive list of duties or performance standards and the jobholder agrees to undertake any other tasks that are consistent with the position and with the provision of quality service to the business.

PERSON SPECIFICATION

CORE COMPETENCIES

Competency	Definition
Computer Literacy	Knowledge and experience in contemporary software packages.
Planning and Organising / Work Management	Establishing a course of action for self and/or others to accomplish a specific goal, planning proper assignments or personnel and appropriate allocation of resources.
Quality Orientation/ Attention to Detail	Accomplishing tasks through concern for all areas involved, no matter how small, showing concern for all aspects of the job, accurately checking processes and tasks, maintaining watchfulness over a period of time.
Team work/ Collaboration	Working effectively with team/ work group or those outside formal line of authority (e.g. peers, senior managers) to accomplish organizational goals, taking actions that respect the needs and contributions of others, contributing to and accepting the consensus, subordinating own objectives to the objectives of the organization or team.
Work Standards	Setting high goals or standards of performance for self, subordinates, others and the organization, being dissatisfied with average performance, self-imposing standards of excellence rather than having standards imposed by others.
Communication	Expressing ideas effectively in individual and group situations (including non-verbal communication). Adjusting language or terminology to the characteristics and needs of the audience. Expressing ideas clearly in documents that have organization, structure, grammar, language and terminology adjusted to the characteristics and needs of the audience.

KNOWLEDGE, SKILLS & EXPERIENCE

- Background of working in a finance department is preferable with experience of Accounts Payable, Accounts Receivable functions and general administration duties
- Must be able to perform data input activities quickly and accurately
- Must be computer-literate and be able to pick-up the operations of new software packages quickly
- Professional standards of written and verbal communication, general office and business administration skills
- Working knowledge and capability with information and communication technology
- Alignment with the vision and values of Rakaia Island Limited