



**Accountant  
Position Description**

Location	10 Chelmer Street, Oamaru
Reports to	Chief Financial Officer
Direct Reports	N/A
Who We Are	<p>Network Waitaki is an electricity distribution company that distributes electricity from the national grid to consumers' properties. Our core business is the provision, operation, and management of electricity infrastructure.</p> <p>We service approximately 13,000 consumer connections across a network of 1,800 km of power lines supplying North Otago and parts of the South Canterbury region. We are based in Oamaru with a team of approximately 70 people across management, professional and field staff.</p>
Purpose of Position	<p>As a member of the Finance team, the Accountant will play a lead role in the financial accounting of the company.</p> <p>The accountant will have primary day-to-day responsibility for the financial accounting and treasury related activities of the company. This will include direct responsibility for month end, the general ledger and chart of accounts, all IRD and ACC obligations and filings, income tax return preparation, cash management, insurance support (including day to day management of insurance) and review of the key outputs of the accounts and payables officer.</p> <p>A key part of the role is to operate as deputy to the CFO and provide leadership in the finance team.</p>
Area of Responsibility	<ul style="list-style-type: none"> <li>• Supervise the accounts and payables officer and deputise the CFO as required</li> <li>• Direct responsibility for month end, the general ledger and chart of accounts, income tax, GST, FBT, ACC and the budgeting and forecasting of the company's cashflow and balance sheet.</li> <li>• NWL lead for the financial support and administration of the Waitaki Power Trust including direct responsibility for cash management, periodic reporting, annual financial statements and meeting all IRD obligations.</li> <li>• Ensure full financial compliance through proactive management and adherence to all policies and procedures, as well as relevant legislation</li> <li>• Ensure all audit activities are completed within required timeframes and governance requirements.</li> </ul>

## Key Accountabilities

### Health and Safety

- Take responsibility for own health and safety and lead the team to safe work outcomes
- Ensure own actions keep self and others safe
- Identify, report and assist to eliminate hazards in own work place
- Participate in local work place safety management practices

### People and Team Leadership

- Remain current with trends and best practice, share and utilise this to develop standards and approaches
- Model expected behaviours to all colleagues, customers, and stakeholders
- Work in a manner that reflects a clear alignment with the values and expectations of Network Waitaki
- Take responsibility for personal development and continually develop own professional expertise
- Supervise the Accounts and Payables Officer to ensure alignment with company objectives, maintain productivity and the efficient achievement of those objectives

### Month End and General Ledger Management

- Own the chart of accounts and general ledger
- Own the month end process including the preparation and publication of the month end timetable
- Review all accruals, prepayments and internal cost reallocations
- Reconcile all balance sheet accounts monthly and maintain associated work papers.
- Critically review general ledger before closing
- Preparation of all monthly reports for CFO, CEO and Board
- Ensure the CFO is updated of changes in the financial reporting standards and the effect on Network Waitaki.

### IRD Filings and ACC

- Responsible for the accurate and timely calculation, reconciliation, filing and payment of GST
- Responsible for the accurate and timely calculation, reconciliation, filing and payment of FBT
- Overall responsibility for all ACC obligations
- Responsible for the monthly calculation and reconciliation of income tax and the annual preparation and filing of income tax return

### Treasury

- Review of monthly bank account reconciliations
  - Responsible for short term cash forecasting and planning
  - Responsible for all cash deposits and loan drawdowns and supporting the CFO with any new or changes to debt facilities
  - Support the CFO with all signatory, user and bank mandate maintenance
  - Ownership of the management of all insurance claims
  - Support the CFO with all other insurance matters including ensuring adequate cover in place and the annual renewal of existing policies
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- Preparation of relevant periodic reports
- Support with CFO with all foreign exchange matters when required

### **Budgeting and Forecasting**

- Ownership of all balance sheet and cashflow forecast models
- Support with CFO with all other budgeting and forecasting activities where required, particularly the development of expenditure budgets and forecasts

### **Annual Report and Audit**

- Responsible for the preparation of the annual financial statements for publication in the annual report
- Responsible for the day to day liaison of the field external audit team including the facilitation and review of all information requests
- Responsible for ensuring financial statements comply with all relevant accounting standards
- Support the CFO with the preparation of the annual report
- Support the CFO with any reports presented to the Finance and Audit Committee

### **Waitaki Power Trust**

- Maintain cash book and ensure bank account is reconciled monthly daily
- Prepare payment advices and cheques for trustee fees and expense reimbursements and all payments
- Track cashflow and report on cashflow monthly to Trust
- Investment of surplus cash
- Arrange payment of quarterly NWL interest to Trust
- Prepare PAYE and GST payments
- Process IR-filing for PAYE and GST

### **Payroll and HR**

- Review of fortnightly payroll runs
- Responsibility for the timely payment of directors fees
- HR support including new employee agreements and employee file maintenance

### **Other duties**

- Deputising the CFO where required
  - Critical review of all capital work in progress accounts
  - Maintain capital asset (gift) register
  - Review and ensure timely closure of work orders
  - Ensure correct and accurate accounting for all customer capital contributions
  - Overall responsibility for overdue debtor collections
  - Responsible for the periodic (at least annual) review of all labour and plant recovery rates and ensuring processes to charge and capitalise these are as efficient and effective as possible
  - Support the CFO in ensuring the company meets all legal obligations and through reviewing legal agreements as requested
  - Undertake all activities in accordance with Company policies and legal requirements.
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- Back up support for other finance team members as and when required
- Any other tasks as reasonably requested by Management

## Key Performance Indicators

- All periodic reporting, both internal and external is provided accurately, on time, and with sufficient detail and insight to allow for the effective management of Network Waitaki
- Annual audit and compliance requirements are met with no significant non-compliances
- Insurance is managed within expectations and the scope of the role
- External relationships with advisors, auditors and financial service providers are well managed and deliver value for money
- Confidence is expressed in Network Waitaki by all stakeholders

## Preferred Attributes

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>○ Relevant Tertiary qualification in accounting or finance</li> <li>○ Chartered Accountant (or Finalist)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>○ 6+ years progressive finance experience</li> <li>○ At least one year of supervisory experience preferred</li> <li>○ Strong knowledge of accounting standards and New Zealand tax and statutory requirements</li> <li>○ Experience with reputable financial and ERP systems</li> <li>○ Robust numerical and analytical skillset</li> <li>○ Strong verbal and written communication, including report writing</li> <li>○ Ability to foresee challenges and respond efficiently and effectively</li> <li>○ Able to show initiative and demonstrate professionalism</li> </ul>
<b>Memberships</b>	<ul style="list-style-type: none"> <li>○ Member of Chartered Accountants Australia and New Zealand</li> </ul>

## Authority

### Decisions:

- Expenditure authority within plan
- Other decisions within scope of role

### Recommendations:

- Financial, commercial and risk governance and strategy matters

## Relationships

<b>Most Frequent Contacts</b>	<b>Nature or Purpose of Contact</b>
Chief Financial Officer	Leadership and direction
Management Team	Reporting
Finance Team	Collaboration
Network Waitaki	Communication, reporting and engagement
External stakeholders	Communication and engagement

