



## **Accounts and Payroll Officer**

### **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 Accounts and Payroll will have overall responsibility for the payroll and accounts payable functions within the company ensuring that all employees and suppliers are paid on time, in full and in an efficient manner.</p>
Area of Responsibility	<p>Direct responsibility for payroll, accounts payable, bank reconciliations and financial management of inventory</p>

## 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

### Payroll

- Overall responsibility for payroll
- Responsible for the fortnightly processing and payment of wages and salaries for approximately 70 staff.
- Ensuring that all PAYE returns are filed in a timely manner
- Ensuring that all payroll runs are consistent with individual and collective employment agreements and relevant legislation and regulations
- Ensuring that all necessary journals and accruals are posted in the general ledger and that the general ledger reconciles with the payroll module
- Maintain personnel records where required

### Accounts Payable

- Overall responsibility for accounts payable
- Receive, log and circulate invoices for approval
- Process invoices in the ERP system ensuring that invoices are coded correctly and approved within assigned authorisation levels and budgets
- Reconcile all supplier statements with company records
- Process periodic payment runs ensuring that all invoices are paid within agreed payment terms
- Process accounts payable invoices checking coding, authorisation limits and available budgets
- Reconciliation of accounts payable to the general ledger

### Bank Accounts

- Process all bank account entries.
- Reconciliation of bank accounts.

### Inventory

- Responsible for the monthly stocktake of all inventory
- Responsible for the subsequent reconciliation and correction with appropriate approvals
- Ensure inventory sub ledger reconciles with the general ledger
- Preparation of monthly assessment of provision required for CFO approval and subsequent posting

### Month End and GL Management

- Responsible for the collection, estimation and posting of all accruals
  - Responsible for the calculation and posting of prepayments and internal cost reallocations
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## Other Duties

- Assist with the information collection and submission for the annual external audit
- Assist with preparation of periodic reports to shareholders
- Undertake all activities in accordance with Company policies and legal requirements.
- Back up support for other finance team members as and when required
- Any other tasks as reasonably requested by Management

## Key Performance Indicators

- Invoices are processed accurately and in time to enable an accurate and rapid month end cycle
- Employees are paid on time, in full, in an efficient manner and in compliance with all relevant legislation and regulation
- All employee related IRD filing obligations and completed in a timely and accurate manner
- All suppliers are paid on time, in full and in an efficient manner
- Inventory is maintained in the system accurately with no surprises to Management throughout the year or exceptions noted by the auditor at year end
- 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 (diploma) preferred</li><li>○ AAT or equivalent preferred</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>○ 4+ years progressive finance experience</li><li>○ Experience with reputable financial and ERP systems</li><li>○ Robust numerical and analytical skillset</li><li>○ Strong verbal and written communication</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>○ N/A</li></ul>

## Authority

### Decisions:

- Decisions within scope of role

### Recommendations:

- Financial system matters
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## 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

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