

Position Description | Accountant

REPORTING

Reports To	Finance Controller
Direct Reports	None

PURPOSE

As primary support to the Financial Controller, the accountant will carry out a diverse range of financial and reporting tasks including providing direct operational cover to the Financial Controller.

The Accountant role provides a development opportunity for an unqualified accountant looking to grow their skills and work towards a qualification or an opportunity for a degree qualified finance professional looking for a more flexible work environment.

ESSENTIAL SKILLS

- Understanding of the accounting and finance functions in a medium-size enterprise environment.
- Excel capability and general computer Literacy to a level of being able to extract data and produce reports.
- Attention to detail.
- Excellent time management- respect for deadlines
- Customer focus
- A willingness and ability to adapt including a strong “can do’ approach.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Finance Team • Senior Leadership • Hospital Management Team • Key Admin and Clinical staff
External	<ul style="list-style-type: none"> • Tax Accountants & auditors • Surgeons and their PA's • Anaesthetists • Southern Cross • ACC • Northland DHB • Insurance companies • Various service providers • Hospital board and shareholders



KEY ACCOUNTABILITIES

General Support	<ul style="list-style-type: none">• Provide accountancy support including management accounting and financial analytic support at a standard suitable for general management and governance reporting• Assist the Financial Controller in providing day to day operational accounting and financial analytic support.
Ad-Hoc	<ul style="list-style-type: none">• Actively participate in strategic and tactical initiatives and projects across the wider business.• Support new IT initiatives and development.• Provide business partnering and reporting.
Provide Reporting and Assistance in the Month End Reports	<ul style="list-style-type: none">• prepare month-end accounts and Financial Reports.• work alongside the Financial Controller and auditors in preparing year end accounts and reports.• assist the General Manager and the Senior team in preparing business cases and feasibility studies for projects and initiatives.
Fixed Assets	<ul style="list-style-type: none">• Maintain the Fixed Asset register including purchases, disposals, transfers and depreciation.• Reconcile the Fixed Asset sub-ledger to the General Ledger.
General Accounting	<ul style="list-style-type: none">• Carry out monthly General Ledger reconciliations as required e.g. Trade Creditors, Trade Debtors, Debtor Clearing, Fixed Assets.• Identify and resolve any issues between AP, AR, Payroll or the Cashbook and the General Ledger.• Carry out the Revenue Proof reconciliation.• Ensure maintenance of the general and subsidiary ledgers.• Provide support to the Financial Controller• Complete Balance Sheet Reconciliation
Health and Safety	<ul style="list-style-type: none">• Maintain a safe and appropriate work environment, engage in safe workplace practices, and manage health and safety for reporting staff and others. Report accidents, risks and incidents as they arise.

DELEGATED AUTHORITIES

- None