



POSITION DESCRIPTION

Management Accountant

Position: Management Accountant

Location: National Office Wellington

The New Zealand Nurses Organisation Tōpūtanga Tapuhi Kaitiaki o Aotearoa (NZNO) is the leading professional union for nurses. Our purpose is to represent more than 60,000 nurses, midwives, students, kaimahi hauora, and health workers in Aotearoa/ New Zealand. We represent the interests of nurses on professional and employment related matters. We are affiliated to the International Council of Nurses (ICN) and the New Zealand Council of Trade Unions (NZCTU). NZNO embraces Te Tiriti o Waitangi and works to improve the health status.

Position Purpose

The Management Accountant provides financial administration and accounting services to NZNO and related entities. The Management Accountant reports to the Finance Manager of NZNO.

The Management Accountant is responsible for:

- Providing accurate and timely financial management reporting to NZNO and its related entities including the Nursing Education Research Foundation (NERF) and Nurses Trust Management (NTM).
- Preparing financial statements for NZNO and related entities.
- Analysing financial information, providing financial support functions to budget-holders across the organisation and its related entities.
- Providing regular budgeting, forecasting, financial reporting, variance analyses, and advice to internal stakeholders.
- Developing and maintaining effective relationships with stakeholders.
- Assisting with the preparation and analysis of budgets.
- Maintaining an appropriate internal control environment.
- Assistance in activities required for annual audit.
- Providing support and back-up to other finance team members and finance manager as and when required.

Key Responsibilities and Performance Expectations include but are not limited to:

Key responsibilities	Performance expectations
Annual reporting	<ul style="list-style-type: none">• Accurate and timely preparation of annual reports financial statements for NZNO and related entities.• Annual reports prepared and audited in a timely manner with no significant audit adjustments.• All financial records required for audit are to be prepared in accordance with the auditors preparation list and are to be available for audit by mid-May each year.

	<ul style="list-style-type: none"> • Appropriate supporting workpapers prepared. • Provision of effective Financial, Accounting, and Tax Compliance advice to internal stakeholders.
Financial Statements and regular management reporting	<ul style="list-style-type: none"> • Accurate and timely preparation of regular financial statements and management reporting for NZNO and related entities. • Financial reports are prepared in in a timely manner for NZNO and related entities. • Timely and accurate processing of financial and banking transactions. • No breaches of tax compliance
Budgeting	<ul style="list-style-type: none"> • Assistance with the preparation and analysis of the NZNO budget. • Preparation of annual budgets for Board approval for NTM and NERF • Budgets prepared in a timely manner with appropriate supporting documentation and reports to Boards for consideration.
Internal Control Systems	<ul style="list-style-type: none"> • Implementation of best business practices in relation to existing controls and procedures for NZNO and related entities. • Appropriate internal control environment operates with no significant control weaknesses identified from annual external audits.
Other Duties	<ul style="list-style-type: none"> • Provide back up for the Finance Manager • Undertake any other duties consistent with the overall purpose of the position as determined by the Finance Manager

Key Relationships

Reports to:	Finance Manger
Internal NZNO relationships:	Finance Staff Director of Operations and Member Support Regional Administrators NZNO Budget Holders Colleges and Sections Committee members Other staff CEO
External relationships:	Auditors NERF Trustees NTM Trustees Investment Managers

Role Specific/Technical Capabilities

The Management Accountant should also have the following skills and attributes:

- Technical accounting expertise and analytical skills.
- The ability to interpret and summarise complex information into insightful and comprehensive reports.
- Proficiency in the Microsoft Office suite, Xero, and other financial and administration software.
- A broad understanding of accounting systems.
- Has and/or develops credentials to maintain or expand knowledge skills and expertise.
- The ability to give effect to Tiriti o Waitangi in the role and in work interactions
- Skilled at formal training or informal coaching and instructing.
- Shows awareness of and support for developmental goals and needs of organisation and team.
- Strong interpersonal and communication skills.
- Relates well to people, verbally and in written form. Expresses him/herself well one-on-one or in groups. Builds rapport with all levels within and outside organisation.
- Devises methods for improving processes.
- The ability to maintain strict confidentiality.
- Strong knowledge of compliance requirements on trusts, unions, and not for profit organisations.
- Support for the values of unionism.
- Demonstrated ability to work effectively under time and other pressure.
- Experience in project and budget management.
- An ability to work as part of a team and lead when required.

NZNO Core Competencies

Competency	How this will be demonstrated in this role
Ethics, integrity and values	<p>Supports NZNO vision and values, understands organisational structures when completing assigned tasks or projects, and plans and organises work in an efficient manner.</p> <p>Acts with professionalism, integrity, honesty and respect in their working role.</p>
Cultural	<p>Understands the importance of te Tiriti o Waitangi in modern Aotearoa New Zealand, supports the implementation of te Tiriti across the organisation and conducts themselves in accordance with te Tiriti in their work and work relationships.</p> <p>Understands the importance of cultural and ethnicity and how culture influences behaviour.</p>
Member focus	<p>Understands the importance of members and member voice, builds positive member relationships, acts in a professional manner at all times when dealing with members.</p>
Communication and teamwork	<p>Relates well to people verbally and in written form, builds rapport with all levels inside the organisation, listens well, works collaboratively with others, and is sensitive to the needs of the organisation, handles conflict while preserving rapport, works well with a diverse workforce, ability to understand and adhere to good file and record management practices.</p>
Problem solving	<p>Able to define problems, find causes, and help devise workable solutions.</p>
Results orientation	<p>Shows commitment to goals and delivers results, demonstrates personal initiative and motivation to achieve goals and objectives.</p>



These values capture the intention of NZNO staff to model union and professional principals of working co-operatively towards shared goals

NZNO staff refers to both management and non-management staff of NZNO

Teamwork

- ✓ We value diversity in our staff and recognize each other's strengths
- ✓ We ask for and provide support to each other including to meet work deadlines
- ✓ We identify, acknowledge, and celebrate achievements
- ✓ All staff are equally important to the success of NZNO
- ✓ We take and create opportunities to contribute to timely and informed decision making.

Professionalism

- ✓ We reflect on the Treaty of Waitangi implications of our work
- ✓ We reflect on the gender implications of our work
- ✓ Communication is timely and constructive with solutions offered with concerns that are raised
- ✓ We take and create opportunities to develop skills and competencies for ourselves and others
- ✓ We treat others with courtesy.
- ✓ We work to plans that enable us to achieve priority work within paid hours
- ✓ We come prepared to meetings and use the time constructively

Accountability

- ✓ We test our actions by asking "what would members think"
- ✓ We take and create opportunities to strengthen the participation of members within the organisation and on behalf of the organisation
- ✓ We use our resources, including others' time, wisely and efficiently
- ✓ We take responsibility for our actions and decisions

Safety

- ✓ We treat each other with respect, consideration, sensitivity, and fairness
- ✓ We commit to making a safe environment
- ✓ All staff are supported to take regular leave
- ✓ Workloads and goals shall be achievable and measurable
- ✓ We share our experience within a learning environment