Position Description

Senior Financial Accountant

Company Overview:

Heritage Lifecare is a provider of Residential Aged Care Facilities throughout New Zealand. We aim to add value and enhance performance for all those in our facilities. Our employees are united in our common purpose, mission and values and strive to ensure the delivery of respectful and caring services, in an environment that is safe for clients. Heritage aims to enable ***the continued pursuit of excellence in care through monitoring, auditing, actioning and evaluation of service whilst respecting and valuing our residents, families and staff***.

Our pursuit of excellence comes from the things we value the most:

- **Integrity –** we are trustworthy, honest and ethical
- **Respect and Value –** we strive to show deep respect and consideration to all
- **Commitment –** we are dedicated to providing superior care
- **Effective –** we are driven to produce exceptional results
- **Efficient –** we strive for excellence through efficient work habits

Position Overview:

The Senior Financial Accountant reports to the Finance Manager and is a senior, hands-on role within the Commercial Finance team. The position supports the accurate and timely delivery of monthly and year-end financial close, balance sheet integrity, financial reporting, audit, capital expenditure accounting and selected statutory and compliance processes.

The role takes ownership of assigned financial accounting workstreams, provides review and day-to-day guidance to the Financial Accountant, and works closely with the Finance Manager to strengthen process discipline, controls and continuous improvement. The Finance Manager retains overall accountability for the month-end close, management reporting, annual audit delivery and CAPEX process.

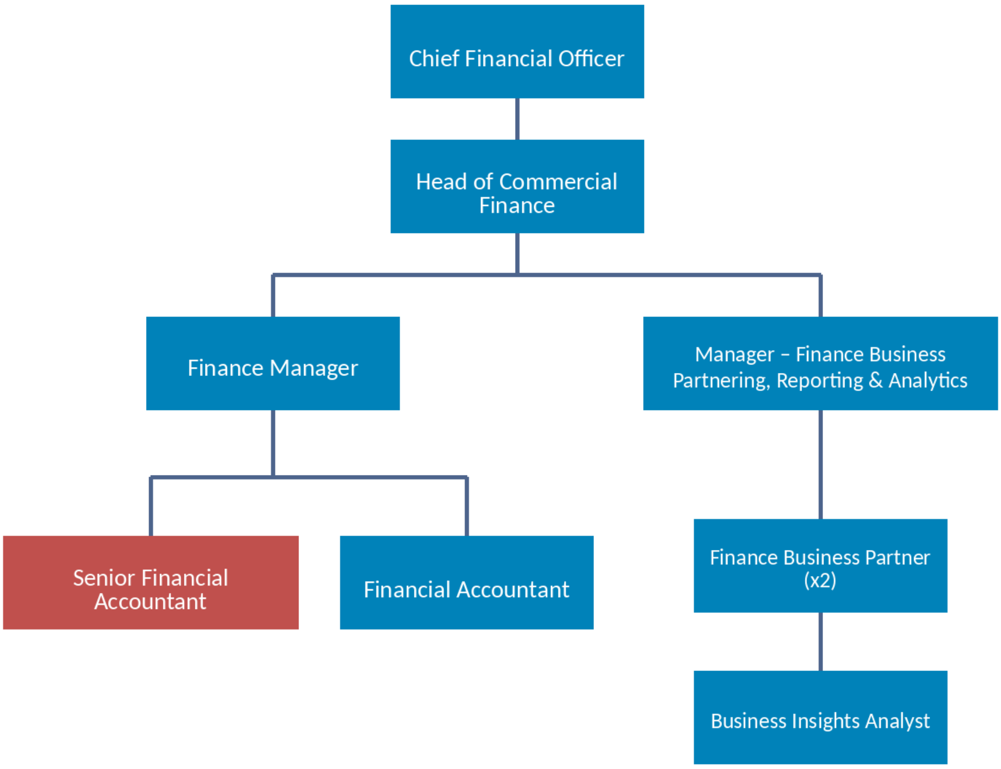
The position also supports selected tax, treasury, insurance, valuation and non-routine accounting activities. Overall governance, key judgements and ownership of significant external relationships remain with the Finance Manager, Head of Commercial Finance and CFO as appropriate.

Reports to: Finance Manager

Functional Relationships:

- Finance Team
- Corporate Services teams
- Care Home and Village leaders
- External auditors and tax advisers
- Banks, insurers, valuers and other professional advisers

Team Structure:



Key Accountabilities:

Financial Accounting and Month-End

- Take ownership of assigned areas of the monthly and year-end close and deliver work to agreed timetables.
- Prepare and review journals, accruals, prepayments, reconciliations and supporting schedules, maintaining clear evidence and review trails.
- Maintain strong balance sheet disciplines, investigate reconciling items and unusual movements, and ensure issues are resolved or escalated promptly.
- Support the Finance Manager with close coordination, draft financial results, reporting inputs and investigation of material variances.
- Support recurring Group, Corporate Services, care home and retirement village financial reporting requirements as allocated.
- Maintain accurate accounting records and support data and reporting processes across TechnologyOne, Jedox, Power BI and related finance systems.

Audit, Statutory Reporting and Technical Accounting

- Own selected annual audit workstreams, schedules, reconciliations, samples and information requests within the audit plan led by the Finance Manager.
- Support year-end statutory financial reporting and finance-related regulatory reporting, ensuring assigned requirements are complete, accurate and well supported.
- Assist with technical accounting analysis, accounting papers and position memos for non-routine matters under the direction of the Finance Manager and Head of Commercial Finance.
- Support significant accounting judgements by preparing analysis, evidence and supporting schedules, with final judgement and sign-off retained at the appropriate senior level.
- Track assigned audit and compliance actions through to completion and maintain clear supporting documentation.

Capital Expenditure and Fixed Assets

- Take a senior role in CAPEX accounting, including WIP review, capitalisation, coding, fixed asset additions, disposals and depreciation.
- Review the accounting treatment of capital expenditure and ensure appropriate classification between the balance sheet and profit and loss.
- Support monthly CAPEX reporting and commentary, including investigation of material movements and reconciliation of financial records to supporting systems.
- Support the Finance Manager with the operation and improvement of the CAPEX process and related systems, with overall process ownership remaining with the Finance Manager.

Tax, Treasury and Other Finance Activities

- Prepare recurring tax compliance requirements within the Commercial Finance remit, including GST, FBT, provisional tax and other IRD filings, with appropriate review and sign-off.
- Maintain tax workpapers, reconciliations and the compliance calendar, and support coordination with external tax advisers as required.
- Prepare banking covenant calculations and recurring treasury or banking schedules as allocated, and support related accounting documentation where required.
- Provide financial information and analysis to support insurance renewals, claims and external valuation processes.

- Support finance compliance, non-routine accounting matters, acquisitions, integrations and other projects as required.

Systems, Controls and Continuous Improvement

- Identify and implement practical improvements to financial accounting, month-end, reporting and reconciliation processes.
- Strengthen standardisation, automation, process documentation and control evidence across recurring finance activities.
- Support effective use of finance systems and reporting tools and assist with testing, upgrades or process changes where required.
- Identify financial accounting and control risks, recommend practical solutions and escalate material matters appropriately.

Team Support and Development

- Provide day-to-day guidance, review and coaching to the Financial Accountant, helping build technical capability, judgement and confidence.
- Support the Finance Manager with work allocation, prioritisation and quality review during month-end, audit and other peak periods.
- Model a collaborative, pragmatic and high-accountability approach and contribute positively to the wider Commercial Finance team.

Person Specification

Essential skills, knowledge and experience

- Chartered Accountant (CAANZ or equivalent professional body) with approximately 2–4 years post-qualification experience.
- Strong financial accounting experience, including month-end and year-end close, balance sheet reconciliations and financial reporting.
- Experience gained in a medium-to-large corporate organisation, Big 4 or another strong professional services environment.
- Sound knowledge of applicable financial reporting standards and the ability to work through non-routine accounting issues with appropriate support.
- Experience working with external auditors and delivering high-quality information to year-end deadlines.
- Strong analytical and problem-solving skills, with sound professional judgement and attention to detail.
- Strong communication and stakeholder management skills, with the confidence to work across Finance, the wider business and external advisers.
- Highly organised and able to manage multiple deadlines and competing priorities.
- Collaborative, pragmatic and solutions-focused, with a willingness to coach and support less experienced team members.
- Advanced Excel skills and confidence working with ERP, reporting and financial data tools.

Desirable skills, knowledge and experience

- Experience with CAPEX, WIP and fixed asset accounting.
- Exposure to New Zealand tax compliance, treasury, banking covenant reporting or finance-related compliance.
- Exposure to insurance programmes, external valuations, acquisitions or integrations.

- Experience in aged care, healthcare, retirement villages, property or another regulated and asset-intensive sector.
- Experience in the use of TechnologyOne, Jedox and Business Intelligence tools such as Power BI.
- Interest in using automation and AI-enabled tools responsibly to improve the quality and efficiency of finance processes.

Core Competencies (Level 2)

Trusted Partner	Values and builds long-term relationships, puts their stakeholders' interests ahead of their own, works hard to understand the strategy and approach of their stakeholders, rather than just their surface needs. Is reliable and does what they say they will do. Develops and maintains credibility, is genuinely passionate and enthusiastic whilst maintaining authenticity. authenticity.
Driving for Results	Sets high goals for personal and group accomplishment; using measurement methods to monitor progress toward goals; works hard to meet, or exceed, goals while deriving satisfaction from achievement and continuous improvement. tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.
Tenacity	Addresses difficulties and draws on skills, knowledge and understanding to find solutions to problems. Ensures that setbacks and challenges are reviewed and improved on in future. Maintains an energetic and focused approach to new or repeated challenges. approach to new or repeated challenges.
Business Acumen	Uses their strong understanding of the business and it's key performance drivers to determine their approach to business partnering and driving financial and operational performance. leadership developmentperformance and leadership development.
Deal with Ambiguity	Anticipates impact of change and proactively plans how to reprioritize work and timelines to deal with changes as they arise. Is comfortable operating without having the total picture. Accepts change in job requirements, schedules, or work environments as part of job. Adaptable in face of the unknown. Uses ingenuity to compensate without having the total picture. Rises to the challenge, accepting risk and uncertainly as normal. Accepts change in job requirement, schedules, or work environments as part of job. Adaptable with the unknown
Thought Leadership	Uses knowledge of business environment, past experiences, best practice, and unconventional approaches to drive success. Comes up with winning ideas, creating innovative solutions to solve existing and new business challenges. solve existing and new business challenges.
Facilitating Change	Has a growth mindset. Encourages others to seek opportunities for different and innovative approaches to addressing problems and opportunities; facilitates the implementation and acceptance of change within the workplace. the workplace.

The intent of this position description is to provide a representative summary of the major duties and responsibilities and the competencies expected to be performed by employees in this job classification. Employees may be requested to perform job related tasks other than those specified in this Position Description.