

Position Description

Finance Accountant

Company Overview:

The Heritage Lifecare Group 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 evaluating services while respecting and valuing our residents, their families and our staff.

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

- **Integrity** – we do the right thing all the time
- **Respect and Value** – we always respect and value our customers and our colleagues
- **Commitment** – we deliver service with commitment and care
- **Effective** – we measure service effectiveness
- **Efficient** – we always strive for efficiency

Position Overview:

The Financial Accountant reports to the Finance Manager and is responsible for the accurate and timely execution of the monthly financial close process, maintaining the integrity of the general ledger, and ensuring the accuracy and completeness of financial information used for management and Board reporting.

Working closely with the Finance Manager, the Financial Accountant is responsible for preparing and processing month-end journals, accruals, prepayments, reconciliations and financial analyses, while maintaining robust financial controls and compliance with accounting policies. The role ensures that monthly financial results are complete, accurate and delivered in accordance with agreed deadlines.

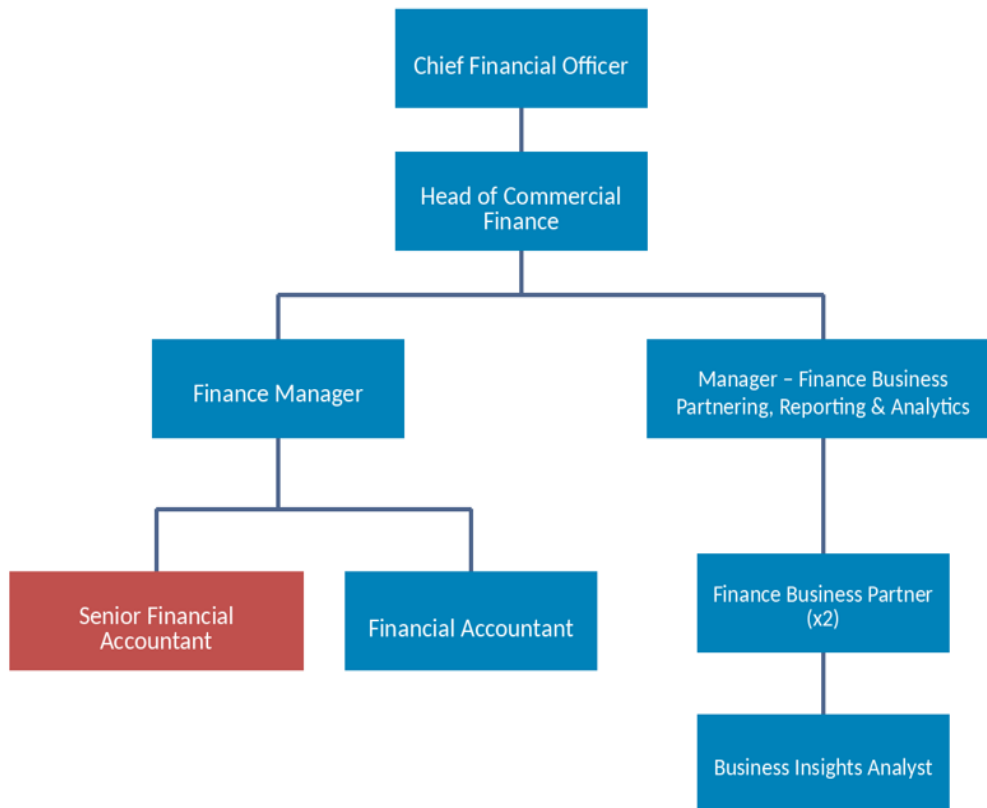
The position also supports the annual audit process, capital expenditure governance, financial systems administration and continuous improvement initiatives. Through strong technical accounting capability and attention to detail, the Financial Accountant contributes to the efficient operation of the finance function and the delivery of high-quality financial information to stakeholders across the business.

Reports to: Finance Manager

Functional Relationships:

- Finance Team
- Corporate Services Teams
- Auditors and other external bodies

Team Structure:



Key Accountabilities:

Financial Month End

- Execute month-end close activities in accordance with the month-end timetable and reporting deadlines
- Prepare and process month-end journals, including accruals, prepayments, provisions, reclassifications and adjustment journals
- Prepare detailed calculations and supporting documentation for all significant monthly accruals and accounting adjustments.
- Complete month-end accounting activities relating to staffing costs, care revenue, village accounting, operating expenditure, corporate services, rates, utilities and other key expenditure categories
- Review financial transactions to ensure completeness, accuracy and appropriate accounting treatment
- Support the Finance Manager in delivering accurate monthly financial results and obtaining approval

Financial Control and Balance Sheet Integrity

- Maintain the integrity of the general ledger through accurate accounting and robust financial controls.
- Prepare and maintain reconciliations for key balance sheet accounts and investigate reconciling items in a timely manner
- Manage and maintain supporting accounting schedules, including accruals, prepayments, leases, fixed assets and other balance sheet accounts
- Ensure accounting records are complete, accurate and supported by appropriate documentation.
- Identify and recommend improvements to strengthen financial controls, processes and efficiency

Financial Data and Report Preparation

- Prepare the underlying financial information, schedules and supporting analysis required for monthly management reporting
- Prepare financial variance analyses to support understanding of monthly financial performance
- Complete financial data uploads and system processes required for reporting platforms and business reporting tools
- Ensure the accuracy, completeness and integrity of financial data provided to the Business Partnering team for Group reporting, analysis and Board reporting purposes
- Support the preparation and maintenance of village reporting and other operational reporting requirements

Capital Expenditure Accounting and Governance

- Maintain capital expenditure accounting records and supporting schedules
- Review work-in-progress balances and ensure expenditure is appropriately classified between capital and operating expenditure
- Support the administration and operation of the capital expenditure management process and associated system
- Assist with the preparation of capital expenditure reporting and supporting analysis

Audit, Compliance and Statutory Support

- Prepare audit-ready reconciliations, schedules and supporting documentation for internal and external audit requirements
- Assist the Finance Manager in responding to audit requests and information requirements
- Support compliance with accounting standards, internal policies and regulatory requirements
- Assist with statutory reporting and other compliance obligations as required

Systems, Process Improvement and Projects

- Support the maintenance and integrity of finance systems and financial master data
- Identify opportunities to improve efficiency, automation and data quality across finance processes
- Contribute to finance improvement initiatives and projects as required
- Promote the effective use of reporting, analytical and emerging technologies to improve finance operations

Stakeholder Support

- Develop effective working relationships with finance colleagues and stakeholders across the organization
- Provide technical accounting support and respond to finance-related queries in a timely manner.
- Work collaboratively with the wider finance team to ensure accurate and reliable financial information is available to support decision-making
- Undertake ad hoc analysis and project work as required to support business objectives

Financial Authority

None

Person Specification

Essential skills, knowledge and experience

- Tertiary qualification in Accounting, Finance, Commerce or a related discipline.
- CA qualified or equivalent.
- 3+ years' experience in financial accounting, management accounting, audit, or a similar finance role within a medium to large organisation.
- Strong understanding of financial accounting principles, month-end close processes, balance sheet management, accrual accounting and financial controls.
- Demonstrated ability to analyse financial information, identify variances and investigate issues to resolution.
- Strong attention to detail and commitment to maintaining high levels of accuracy and data integrity.
- Well-developed organisational and time management skills, with the ability to manage multiple priorities and meet tight deadlines.
- Strong written and verbal communication skills, with the ability to build effective working relationships across the business.
- Proven ability to identify and implement process improvements that increase efficiency and strengthen controls.
- High level of integrity, professionalism and personal accountability.

Desirable skills, knowledge and experience

- Intermediate to advanced Microsoft Excel skills, including the ability to manipulate, analyse and reconcile large datasets.
- Experience in the use of Business Intelligence tools such as Power BI.
- Experience in the use of TechnologyOne or similar accounting packages.
- Experience in the Aged Care or Health sector, an advantage, but not essential.
- Interest in exploring AI enabled tools to support/improve delivery of work.

Core Competencies (Level 2)

Business Partnering	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.
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.
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.
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.
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.
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.
Courage	Displays professional courage by seeking feedback and listening, says what really needs to be said in a professional and constructive manner, communicates openly and frequently, embraces change, makes decisions and moves forward, gives credit to others and holds self and where appropriate others accountable.
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 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.