EASTERN INSTITUTE OF TECHNOLOGY
TE AHO A MĀUI

Position Description
Form or Template HG184

Assistant Accountant

Function:	Finance
Reports to:	Finance Manager
Location:	Hawke's Bay Campus
Arrangement:	Full-time permanent
Date:	October, 2026

Pūtake | Purpose

The Assistant Accountant is responsible for key financial accounting, fixed asset and management accounting tasks that keep EIT's finance function running accurately and on time. This includes supporting month-end and year-end processes, preparing balance sheet reconciliations and journals, maintaining the fixed asset register and monthly depreciation, and assisting with management reporting, budgeting and forecasting. The role also provides cover across Accounts Payable, Accounts Receivable and Financial Accounting to keep key processes running and build resilience within the team. Through this work, the role ensures the accuracy, integrity and timeliness of financial information and contributes to the continuous improvement of finance processes and controls.

Ngā Whanaungatanga | Working Relationships

Internal:	Finance Team, Managers, Other Support Staff
External:	Customers, students, suppliers and auditors

Mana Whakahaere | Resource Delegations

Financial:	Transaction Processing, Accounting tasks, Fixed Assets, Training, Customer Service General
People:	Not applicable

Kawenga Mahi | Accountabilities

- **Financial Accounting**
- Process journals, accruals, prepayments, and adjustments.
- Prepare and maintain balance sheet reconciliations.
- Assist with month-end and year-end close processes.
- Support internal and external audits by preparing schedules and providing requested documentation.
- Contribute to statutory reporting requirements as required.

- **Asset Management**

- In conjunction with the Financial Accountant maintain the fixed asset register and ensure asset records are accurate and up to date.
- Run the depreciation monthly.
- Process asset acquisitions and disposals.
- Support physical asset stocktake exercises.
- Assist departments with asset tracking and lifecycle management.

- **Management Accounting Support**
- Assist in the preparation of monthly management reports and provide financial information to managers.
- Support budget preparation and forecasting processes.
- Support analysis of financial results and identify variances against budget and forecast.
- Assist with financial modelling and business case preparation as required.

- **Other Responsibilities**
- Maintain confidentiality and integrity of financial information.
- Support the ongoing development and implementation of transactional roles through the analysis of current processes, identification of improvement opportunities, and implementation of enhanced work practices where appropriate.
- Assist with the maintenance and development of finance systems in conjunction with the Financial Accountant, Management Accountants and Finance Manager as required.
- Provide cover for Accounts Payable, Accounts Receivable and Financial Accounting functions during planned and unplanned leave, so key processes keep running. Take part in regular task rotation across these roles to maintain cross-skilling and build team resilience.
- Resolve supplier and debtor queries promptly, maintaining positive relationships and a high standard of customer service.
- In conjunction with the Accounts Administrator monitor outstanding debtor balances and assist with credit control activities.
- Document all processes and procedures relevant to this position.

General Responsibilities:

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Demonstrate commitment to:

Te Tiriti o Waitangi: Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre: Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity: Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence: Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga, Wheako, Mōhiotanga, Tohu Mātauranga | Skills, Experience, Knowledge and Qualifications

- **Essential**
- Degree in Accounting, Finance, Commerce, or a related discipline or equivalent experience.
- Minimum 2-3 years experience in a finance role.
- Experience in Accounts Payable and Receivable functions.
- Experience with general ledger reconciliations and financial reporting.
- Demonstrated experience in Microsoft Excel skills.
- Experience using financial management systems.
- **Desirable**
- Progress toward a professional accounting qualification.
- Experience with fixed asset management.
- Experience assisting with budgeting and management reporting.

Ngā Uara o Te Aho a Māui | Values of EIT

Herea te momoho | Inspire success:

- Support continuous learning and improvement through collaboration.
- Encourage innovation and challenge existing ways of working to achieve better outcomes.
- Recognise and celebrate the achievements of ākonga, kaimahi, and whānau.

Herea te tangata | Nurture whanaungatanga:

- Build and maintain genuine relationships through manaakitanga, care, respect, and generosity.
- Honour wairuatanga by recognising and respecting diverse identities, perspectives, and needs.
- Work collaboratively in service of ākonga and communities, demonstrating kotahitanga to achieve shared goals and outcomes.

Herea te mana | Act with integrity:

- Act with honesty and integrity, doing what is tika and pono, even when it is not easy.
- Uphold the mana of others through respectful, trustworthy, and principled interactions.

Herea te pono | Be committed:

- Make sustained contributions toward shared goals and outcomes, aligned to a collective kaupapa.
- Take accountability for actions, impact, successes, and challenges.
- Maintain personal wellbeing and support the oranga of others to remain resilient in times of change.

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