

Position Description



Accounting Technician

Date	April 2025
Purpose of position	<p>Working collaboratively with the Financial Controller, this position plays a key role in ensuring Port Otago has robust and timely financial information through:</p> <ul style="list-style-type: none">- Preparation of month end journals and balance sheet reconciliations.- Financial management of fixed asset accounting.- Supporting the Finance Team Administrators and providing cover when required
Reports to	<ul style="list-style-type: none">• Financial Controller
Key Relationships	<ul style="list-style-type: none">• Finance Team• Marine, Warehousing and Depot Administrators
Relevant Experience	<ul style="list-style-type: none">• 2+ years experience in accounting, bookkeeping or financial administration.• A high level of numerical accuracy and attention to detail.• Proactive approach to problem solving and continuous improvement.• Excellent verbal and written communication skills.• Able to work collaboratively with others.• Adaptable and open to change.• Proficient user of excel (intermediate to advanced).

Core Responsibilities

Health & Safety	<ul style="list-style-type: none">• Takes responsibility for own and others safety.• Ensures adherence to safety standards, statutory and legislative requirements, and Port Otago policies and procedures.• Report all H&S events accurately and in a timely manner.• Participates in induction and on-going training programmes.• Complies with work area PPE requirements.• Responsible for ensuring a safe workplace and adherence to good housekeeping practices.• Completes regular VSL's (Visual Safety Leadership) to support keeping our people safe.
Financial Accounting	<ul style="list-style-type: none">• Contribute to month-end processes including preparation and processing of journal entries, group elimination entries, balance sheet reconciliations, management reporting and analysis.• Ensure financial systems are accurately maintained and updated.• Ensure compliance is always maintained with the Tax Risk Management Framework.

	<ul style="list-style-type: none"> • Proactive management of fixed asset processes which includes accurate capital WIP management, monthly depreciation, additions and disposals. • Working with external auditors to ensure clean and timely audit sign-off. • Preparation and submission of STATS NZ returns. • Supporting customer invoicing and accounts payable processes and providing cover when required. • Providing support to ad hoc projects where required.
Continuous Improvement	<ul style="list-style-type: none"> • Identify and implement improvements to finance systems, processes and controls. • Contribute to a culture of continuous improvement within the Finance Team and wider business. • Deliver business analysis and insights.
Personal Development	<ul style="list-style-type: none"> • Plan developed identifying goals, actions and timelines in conjunction with your manager. • Take some responsibility for developing own personal plan in conjunction with your Manager through Connect Conversations.

Key Performance Measures

Health & Safety	<ul style="list-style-type: none"> • Work practices are always safe. • Role models good safety practices to others. • All H&S events and hazards are reported promptly and accurately. • Supports the creation of an error tolerant workplace to keep our wider team safe.
Financial Accounting	<ul style="list-style-type: none"> • Preparation and posting of month end journals completed on a timely and accurate basis which enables completion of month end processes within two working days of month close. • Balance sheet reconciliations are prepared within agreed timeframes and accurately maintain the integrity of the Group's financial information. • Maintenance of the fixed asset register occurs on a timely basis including additions of new assets and disposals of obsolete or sold assets. • All compliance activities are managed and completed in accordance with deadlines.
Teamwork	<ul style="list-style-type: none"> • Works collaboratively to achieve Port's strategy and goals. • Shows respect for what others are trying to achieve by actively listening and responding constructively. • Promotes good co-operation and communication between teams. • Looks for opportunities to support and assist others. • Continuously improves the way we do things.