

Assistant Accountant

Kaupapa | Purpose

The Assistant Accountant plays a key role in maintaining the organisation's financial integrity by providing accurate, timely, and compliant accounting support. Working as part of the Finance team, the role supports effective financial reporting, asset and cash management, and robust financial systems that enable informed decision-making and underpin the delivery of high-quality vocational education. The position contributes to month-end and year-end processes, contract and cash management, and the preparation and maintenance of financial records.

Reports to: Head of Finance

Team: Finance

Remuneration: Band E \$62,189 - \$77,737

Date: March 2026

Ngā mahi | Do

- Preparation of inputs to the monthly and annual accounts
- Validation of financial ledgers including set up
- Maintenance of asset register including asset purchases, disposals and balancing
- Cash management and payment facilitation including the management of credit cards
- Contract management and invoicing
- General administration duties as and when required to support the Finance team deliverables

Demonstrate commitment to:

Ākonga at the center through ensuring positive outcomes for ākonga in all aspects of their learning journey.

Te Tiriti o Waitangi and Māori Success by positively championing and contributing to the success of partnerships with Iwi, Hapū and Mana Whenua, honoring Te Tiriti o Waitangi to uplift Māori success.

Equity by identifying and removing barriers to participation and achievement, and fostering inclusive, culturally responsive environments where all ākongā and kaimahi can thrive.

Vocational Education Excellence through building responsive provision and services to meet the needs of ākongā, and stakeholders and to enable future sustainability.

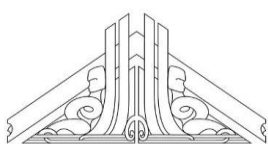
Pūkenga | Have

- Completed degree in Accountancy or studying towards this
 - Experience with accounting packages
 - Intermediate standard in Microsoft excel and actively using formulas, functions and pivot tables
 - Good working knowledge of GST
 - Proficient keyboard skills
 - Experience working as part of a team and evidence of being a team player
 - A flexible outlook and an ability to prioritise workloads, exercise initiative, work without close supervision and achieve deadlines
 - Good interpersonal, customer service and communication skills and a pleasant approachable and helpful manner
 - A quick learner, with attention to detail
 - Excellent written and oral communication skills
 - Ability to maintain complete, tidy and accurate records.
 - Scrupulous honesty, confidentiality and integrity
 - Excellent organisational and time management skills
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Waiaro | Be

At Toi Ohomai, Toiohomaitanga describes our way of doing and being. It reflects how we care for each other, work together, and uphold our shared purpose. These behaviours apply to all kaimahi, with expectations scaled to the nature and level of each role. They guide how we show up in our mahi, contribute to our collective success, and reflect our commitment to Ā mātou uara | Our values in everyday practice.

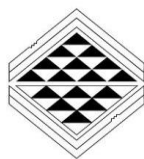
Ako: Demonstrates curiosity and a commitment to continuous learning. Applies new knowledge to improve practice and outcomes and actively contributes to a culture of shared growth. This supports toitūtanga by sustaining excellence and adaptability over time.



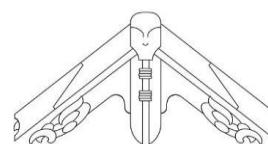
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

Authentic and Inclusive: Fosters inclusive environments where people feel safe, respected, and able to be themselves. Actively includes diverse perspectives, addresses inequities, and supports others to thrive. These behaviours reflect manaakitanga through care, generosity, and upholding the dignity of all.

Connected: Builds and maintains strong, trusting relationships across teams and communities. Fosters cross-functional collaboration by sharing knowledge, aligning efforts, and supporting others to achieve shared goals. Communicates with empathy and respect, contributing to a shared sense of purpose. This strengthens whanaungatanga by nurturing meaningful connections and collective wellbeing.

Innovative and impactful: Identifies opportunities to improve and applies evidence, creativity, and courage to drive meaningful change. Uses data and insights to inform decisions, challenge the status quo, and focus on outcomes that matter for ākonga, kaimahi, and communities. These behaviours reflect kotahitanga, recognising that lasting improvement is strengthened through collaboration and shared purpose.

Engaged: Actively participates in Toi Ohomai initiatives that advance our vision. Shares knowledge, supports others, and contributes to a positive, forward-focused culture. This is how we can live kotahitanga, working together with unity and purpose.

Self-aware: Demonstrates humility, reflection, and openness to feedback. Understands the impact of their actions and takes responsibility for creating conditions where others can thrive. This reflects toitūtanga through thoughtful and courageous practice that supports respectful relationships and sustainable ways of working.

Ngā Hononga Mahi | Working relationships

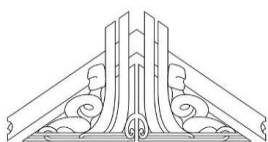
Internal: Finance Team, Leadership Team, Managers, Ākonga and Kaimahi

External: Government Departments, Other IPT's, Training Providers, Universities, Schools, Strategic Partners, External Auditors, Internal Auditor, Iwi, Banks, Lenders and other Financial Institutions, Legal Advisors, Debtors and Creditors

Resource delegations and responsibilities:

Financial: N/A

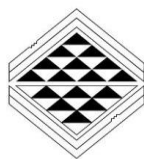
People: N/A



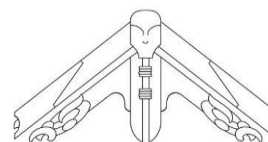
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA