

## Job Description

### Financial Accountant

**Reports to:**

Senior Financial Accountant

**Primary Objective:**

To undertake the timely and accurate preparation of accounts, receipts, and administration of debtors and creditors.

**Duties and Responsibilities:**

Act as a custodian of the company's vision, purpose and values and support this mindset through an accounting lense.

Support the Finance Department team members to ensure controls are adhered to, resulting in accurate data for preparing debtor charges, creditor payments and statistical information in accordance with strict timetables.

Prepare treasury, month end, half year and year end reporting. This includes:

- ensuring the accurate collection of data;
- establishing effective controls and procedures which meet accounting compliance standards;
- performing any necessary reconciliations;
- addressing any audit requirements/queries;
- monitoring and improving reporting processes and procedures to ensure accuracy and efficiency; and
- providing useful reporting data information to users.

Prepare tax calculations and liaise with tax advisors and IRD.

Prepare GST, FBT, provisional tax and liaise with IRD and other relevant parties as necessary.



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Prepare financial statements for Associate and Subsidiary Companies as required.

Review and authorise payments and credit notes, ensuring the appropriate processes/ controls are applied and reports reconcile.

Authorise and sign off payroll, PAYE etc.

### Health and Safety:

Health and safety is integral to the way we operate. Accordingly, providing strong health and safety leadership is crucial to the role.

Our expectation is that you will:

- Actively promote the health and safety of all Port of Tauranga workers within the Company's facilities and operations.
- Lead from the front in setting examples of safety leadership and behaviours.
- Ensure compliance with Company standard operating procedures. Actively lead or participate in discussions to change any of these as operating circumstances dictate.
- Pro-actively communicate any health and safety issues.

This will involve being familiar with relevant health and safety regulations and Port of Tauranga rules, issuing compliance documentation and monitoring works and activities.

### Other Duties:

Undertake all tasks in a professional manner to maintain POTL's image and encourage positive industry relationships.

Actively develop and support the **Finance** Team.

Other general duties as required.

### Selection Criteria:

- Chartered Accountant (CA) or international CA equivalent, or working towards CA.
- Proven ability to work collaboratively and across organisational boundaries

- Proven ability in improving process
- Knowledge of a working Port preferred but not essential
- Good PC skills, especially MS Excel
- Excellent communication and leadership skills
- Organisational and time-management skills
- Strong decision making skills



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