



Finance Summer Intern

Finance Team

Position Description



Alpine House
24 Elginshire Street,
Washdyke, 7910

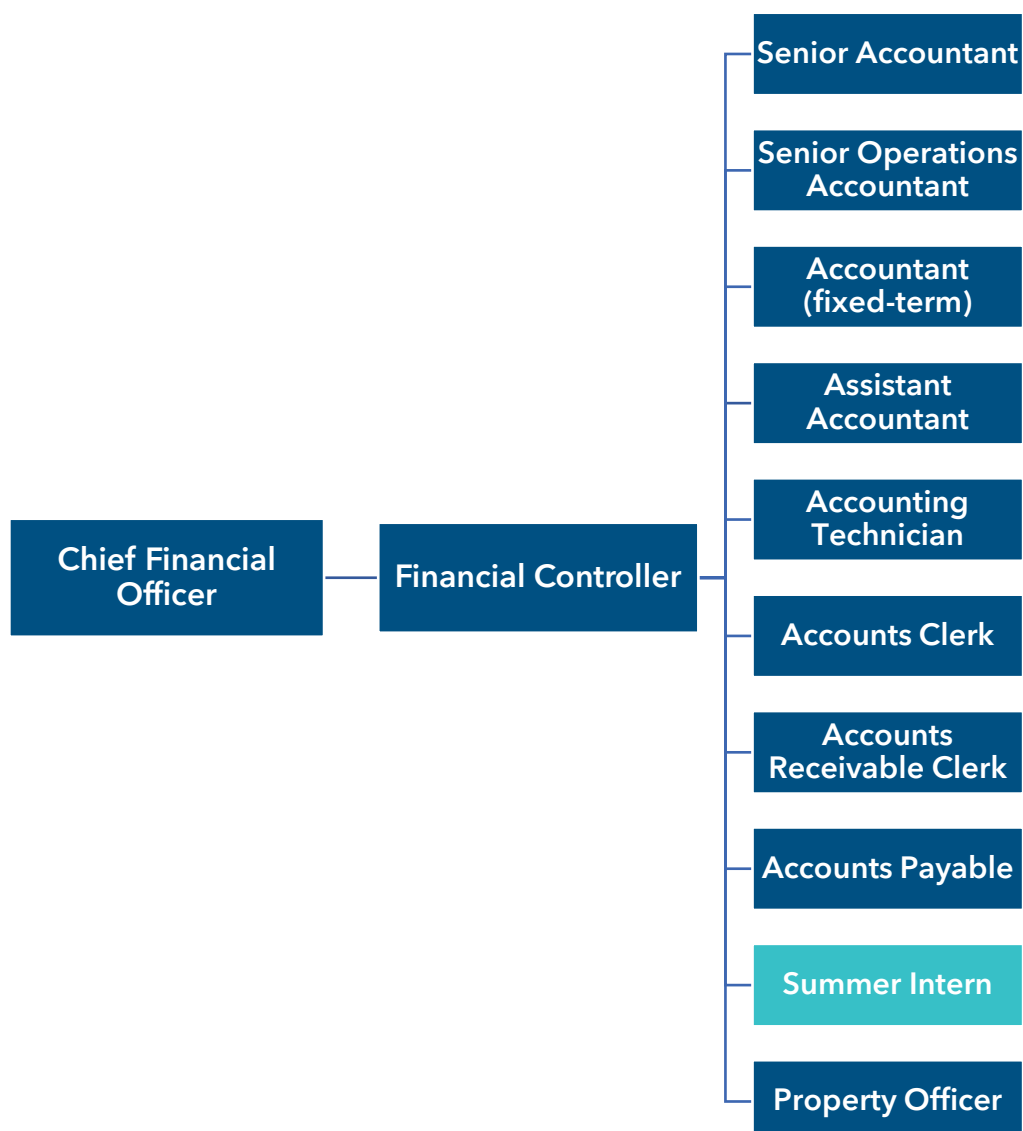
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Finance Summer Intern

Position Descriptions are intended to describe the main functions and responsibilities required of the role. Position Descriptions are not to be construed as an exhaustive list of all responsibilities or duties that may reasonably be required of the incumbent in this role. Employees will be expected to perform any duties reasonably requested by the employer. Position Descriptions are subject to review to reflect changing circumstances and may be amended from time to time to take account of the role requirements that evolve over time.

Reporting to:	Finance Manager
Responsible for:	None
Position purpose:	<ul style="list-style-type: none">To work effectively within the team in order to gain practical finance experience. Vocational students will do 'real work' but be supported to develop core financial competencies in their time with us.
Last review date:	August 2024

Where you will fit



Key Relationships

It is a key responsibility that relationships must be built and maintained in such a way as to bring about positive and respectful interactions

External

- Vendors as required

Internal

- Executive Management Team
- Works Delivery Teams
- Network and Operations Teams
- Engineering Team
- Future Networks Team
- Asset Lifecycle Team
- Regulatory Team
- People and Capability Team
- Safety Team

Financial Responsibilities

Authorities may change to align with organisation changes to delegations of authority.

- Controls a budget: N
- Maximum that may be spent without reference to manager: NA
- Jobholder can spend unbudgeted capital: N
- Jobholder is responsible for committing the organisation to long-term contracts: N
- Jobholder signs correspondence for Company: N

Finance

You are responsible for

- Taking ownership of assignments
- Providing a distinctive client experience
- Being curious, ambitious and value the things we value
- Being able to extract data into meaningful information in the form of dashboards and reports
- Assisting in preparation of financial reports
- Preparation of GST returns and other tax requirements
- Assisting in accounts payable payment runs and following up on outstanding items
- Meeting and communicating directly with internal business customers & suppliers
- Providing technical support to the finance team
- Assisting in preparation of periodic forecasting and yearly budgeting activities
- Provide input into process improvements

You are successful when

- Organisation and user expectations are met
- All work is completed accurately, to a high standard of presentation and with a minimum of delay
- You demonstrate the ability to solve problems and assist system users in enhancing workflow processes or controls

What You Will Bring:

Education & Qualifications	Essential	Desirable
<ul style="list-style-type: none"> Completed 2nd or 3rd year at tertiary institution Sound computer skills, with emphasis on Excel Experienced in Power BI 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓
Knowledge, Skills & Experience	Essential	Desirable
<ul style="list-style-type: none"> Good analytical skills Communication skills - oral, written and listening Have the ability to contribute and work collegially as a member of the team, understanding the importance of working relationships Ability to set priorities and meet pre-determined deadlines Customer focused Initiative and enthusiasm Knowledge of different accounting systems would be beneficial along with an understanding of project methodologies Strong analytical skills, excellent attention to detail, and a flexible approach to your work 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓

What We Expect

Health & Safety

- Actively participating in health and safety (H&S) responsibilities outlined in Alpine's H&S Management Programme
- Following all established work procedures with regard to the requirements for H&S, including the use of PPE
- Identifying and reporting hazards
- Adhering to all H&S practices and rules
- Actively promoting and supporting health and safety, and wellbeing initiatives

Continuous Improvement

- Taking the initiative to improve work practices and to get the best possible outcome
- Looking for opportunities to improve systems, processes and work practices - both within your own position and our company as a whole
- Participate in MBUs, both within in your own team and across AEL

Customer Excellence

- Acting as an ambassador for AEL, going above and beyond to always provide both internal and external customers with exceptional service - approachable, interested and friendly
- Treating everyone with respect - taking time to listen, learn and understand. Problems and complaints are acknowledged, solutions identified and promptly acted upon
- Taking responsibility for the achievement of the organisational levels of service, measures, and targets as they relate to the role

Teamwork

- Working together as one team
- Willingly sharing your knowledge and experience
- Open, honest, considerate, and respectful communication
- Demonstrate positivity and respect and support and care for your colleagues.
- Demonstrate initiative and commitment to team objectives
- Actively participating in group activities
- Being open and receptive to change
- Positive response to requests for assistance from within your own team and other teams; demonstrating adaptability and willingness

Performance & Development

- Taking a full and active role in Performance Development Plan discussions with your manager (prepares, participates, follows through). Identifying and following through on opportunities for personal and professional development
- Demonstrating commitment to up-skilling and further developing specialist knowledge and best practice initiatives
- Participating in training opportunities with an open mind

Civil Defence Emergency Management

- Assisting AEL in preparing for and responding to an emergency
- After establishing the safety of members of your household, you may be assigned duties to assist AEL in an emergency

Personal Accountability

- Being a positive role model and promoting AEL favourably.
- Be approachable, personable, willing, and consistent
- Contribute proactively through empowering our communities
- Work within and contribute to all AEL policies and standards

Other Duties

Occasionally you may be required to undertake duties in addition to those outlined, but of which fall within your capabilities and experience.

Employees are expected to carry out such other duties and responsibilities as may be requested from time to time by their supervisor or manager which are generally consistent with the objectives of the position.



Our Vision

Empowering our Community



Our Purpose

We deliver secure and reliable energy while innovating for our future

Our Values



Safety

We value health & safety always



Integrity

We are honest and sincere; we mean what we say and say what we mean



Accountability

We accept responsibility

All built on a foundation of RESPECT

Manager

Date

Position Holder

Date