* An integral part of the Finance team, supporting production of timely and accurate financial reporting within BestStart.
* Preparation and review of balance sheet reconciliations.
* Manage receipting and reconciliation for assigned bank accounts.
* Develop as SME for MOE grant revenue including general ledger bookings and reconciliation.
* Preparation and review of GST returns prior to submission.
* Analysing and investigating finance team queries; co-ordinating responses.
* Analysing and reconciling major supplier data for inclusion in monthly reporting, including associated journal entries.
* Manage distribution of financial reports across organisation.
* Support the Finance Team’s involvement in process and system improvements.
* Covering other finance roles as needed.
* *Minimum of 5 years’ accounting experience (preference with medium to large organisations) including experience with monthly reporting, reconciliation and analysis.*
* *Degree level accountancy or similar business qualification desirable but not essential.*
* *Analytical mindset, with strong accuracy and attention to detail essential.*
* *Experience in financial analysis and reporting, including Microsoft Excel.*
* *Experience developing and implementing process improvements.*
* *Excellent verbal and written communication skills.*
* *Self-motivated and forward thinking. Able to work to deadlines and under pressure when required.*
* *Proactive and positive team member.*
* *Experience within the Education Sector and/or the MOE funding model would be an advantage.*

**Financial Accountant**

Reports to: Financial Accounting Team Leader

Key Relationships: Wider finance and Administration teams, Centre and Area managers, External auditors

* Actively promote and role model health & safety awareness.
* Complete health and safety training as required.
* Identify, report, and escalate risks, health, safety, and environmental hazards

within the workplace and take appropriate action.

* Understand and comply with any legally binding health and safety regulations relevant to the workplace.