

Position Description

Corporate Accountant



The Cooperative Bank

Our purpose

Our long-term aspirations are to develop more long-term value-based relationships with our customers, and for our people to grow and develop so that they are better off working at the Co-operative.

Our values

Our values represent who we are, how we think, and how we behave to bring these to life every day. You'll demonstrate behaviours that define our core values and support an inclusive culture with a strong teamwork spirit.



About the team

The Finance Team are the crucial link between the numbers and our stakeholders. After we complete the monthly accounts, we are focussed on quality reporting to our senior leadership team, external regulatory reporting and the production of the half yearly disclosure statement. Alongside this we manage the fortnightly payroll and back-office bank services activities.

The Finance Team sits within the wider Chief Financial Officer responsibilities.

Purpose of this position

As a Corporate Accountant, the role is responsible for supporting a number of accounting activities across the Bank and its subsidiaries. The key focus of this role is designing, producing and delivering timely financial information along with ensuring the smooth operation of various financial processes. Whilst the role focus is mainly on management accounting, the role is also responsible for supporting financial accounting functions, prudential and treasury activities.

From a Financial Accounting perspective, you will be actively involved in the month end close process and the preparation of the consolidated Banking Group financial reports. This Group level reporting extends to preparation and submission of selected RBNZ prudential and statistical returns, as well as various tax returns.

At a Management Accounting level, you will provide effective guidance, support and advice to more complex business units with active portfolios i.e. operating in a business partner capacity. You will work closely with the other Management Accountants who support other business units but are also similarly active in the month end close and reporting processes.

The relative seniority of the position will require the incumbent to provide accounting support, guidance and mentoring to other members of the wider Finance team and to other Co-operative Bank Group staff as necessary.

Position reports to: Financial Controller

Challenges and opportunities of this role

This area is to focus on the key areas that are the most challenging to navigate but also most important to get right for this position, within our operating environment.

- Achieving a balance between providing managers with Finance support and coaching them to develop their own financial skills.
- Providing pragmatic “fit for purpose” finance solutions appropriate to the Bank’s needs and priorities.
- Organising and planning own workload to manage competing demands for your time.

How you will contribute:

What you'll do	Success will mean
Month End Close	
<p>Active involvement in the month end close process, driving outcomes and working to tight timeframes. Includes:</p> <ul style="list-style-type: none"> • Preparation and presentation of monthly Co-operative Bank management accounts for Financial Controller and CFO review. • Fixed assets and WiP management and reporting <p>Review balance sheet account reconciliations.</p> <p>Month end processes for the Trust and Life company subsidiaries.</p>	<ul style="list-style-type: none"> • Accurate and timely data is available for internal and external stakeholders.
Managing Accounting	
<p>Assists with the preparation of monthly management and Board reports for in depth business units. Achieved by completing day-to-day accounting for Bank operations, Treasury, and Subsidiaries.</p> <p>Provide ad-hoc analysis in response to business requests.</p> <p>Ensure compliance with our operational tax obligations.</p>	<ul style="list-style-type: none"> • Provide accurate and relevant financial and non-financial information to enable the Bank's strategy and success. • Provide pragmatic and practical guidance, advice and support. • Proactive improvements are made to Finance policies, processes, documentation, reports, and systems.
Financial Statements and Prudential Compliance	
<p>Prepare and deliver complex RBNZ prudential returns, liaising with key external stakeholders as necessary.</p> <p>Material involvement in the management and production of the annual and semi-annual Disclosure Statements including financial statements for the subsidiaries.</p> <p>Management or day to day tax compliance.</p> <p>Assistance with annual climate disclosure reporting and adhoc climate related data requests.</p>	<ul style="list-style-type: none"> • Timely and accurate production, with demonstrable improvements in production efficiency. • Positive findings from any external or internal audit of the referenced returns/statements. • Tax returns filed on time and accurately.

What you'll do	Success will mean
Business Projects	
<p>Support financial projects/programmes across the Bank.</p> <p>Depending on the nature and scope of the project, act as either a project manager or as part of the project team as a financial expert, providing guidance, information and recommendations as required.</p> <p>Undertake other projects and duties consistent with the scope of the role as requested by the Financial Controller.</p>	<ul style="list-style-type: none"> • Business decisions are made based on accurate and timely data • Projects are delivered on time and within budget
Data Analytics	
<p>Utilise core financial data and wider Bank MIS tools to draw conclusions and communicate key insights to stakeholders to provide clarity for strategic issues.</p> <p>Proactively identify areas for improvement in data reporting and problem solve identified areas.</p>	<ul style="list-style-type: none"> • Enable decision makers to drive performance and make efficient use of resources.
Accounts Payable	
<p>Understand the Bank's accounts payable processes and provide support as required.</p>	<ul style="list-style-type: none"> • Vendors are paid accurately and on time. • System users are trained effectively to understand their role in the approval process and how to use the system appropriately.
Payroll Advice/Guidance/Processing	
<p>Understand the Bank's fortnightly payroll process and provide support as required.</p>	<ul style="list-style-type: none"> • Potential payroll risks are identified, managed and escalated effectively. • As required and in conjunction with the Payroll Specialist, partner with the HR team to ensure reporting and analysis is relevant and accurate.
Audits	
<p>Significant involvement in the half year review and annual audit process working closely with the Banks auditors provide required information</p>	<ul style="list-style-type: none"> • Accurate and timely data provided to the auditors

What you'll do	Success will mean
Team Contribution	
<p>Provide support to the Financial Controller, and the wider team as required.</p>	<ul style="list-style-type: none"> Engage and work in partnership with the Finance team to develop and deliver the Finance reporting framework. General support to the Finance team (when requested) including covering absence by preparing various returns, reports and papers in a timely manner, and completing other activities consistent with the scope of this PD. Effective relationships maintained with internal and external Finance-related suppliers and business partners. Assisting with the annual business planning process. Collaborative working relationships with Finance colleagues ensuring quality reporting & advice, a positive culture, and knowledge-sharing within the Team.
Other Accountabilities	
<p>Work closely with the Treasury team on key aspects of the securitisation programme</p> <p>Works collaboratively with other members of the Finance Team.</p> <p>Complies with Health & Safety requirements, including practicing safe work methods, and helping management eliminate workplace hazards.</p>	<ul style="list-style-type: none"> On-going effective securitisation of lending assets Team work is well-integrated and team goals are achieved. Demonstration of behaviours that define our core beliefs H&S good practice and compliance supports a safe workplace.
Healthy and safe work environments	
<p>Follow all health and safety policies, standards, emergency procedures and plans.</p> <p>Participate in health and safety activities, training and meetings as required.</p> <p>Reports hazards, near misses, injuries, incidents, and ideas for continuous improvement.</p> <p>Cease work if an unsafe situation arises and seek assistance.</p>	<ul style="list-style-type: none"> Having healthy and safe ways of working. All workers feel empowered to and aware of opportunities to participate in health and safety activities. Our people can easily report hazards, near misses, injuries, incidents, and ideas for continuous improvement. Workers stop work if they feel unsafe and connect with their people leader or other workers for assistance.

Decision making and responsibilities

a) Decisions and/or financial accountabilities:

- the financial planning and reporting processes for the Bank.

Qualifications and experience

- 5+ years' experience working in an accounting role, preferably within the financial services industry but not essential.
- Accounting degree and Member of CAANZ, or equivalent, is necessary.
- Proven expertise in providing practical and pragmatic financial advice;
- Experience preparing and providing financial reports desired.
- Experience with payroll and accounts payable processes desired but not essential.

Skills and attributes

Technical Skills

- All-round understand of accounting practices and processes.
- Excellent knowledge of Microsoft Office suite (Word, Excel, Outlook & PowerPoint).
- A high degree of attention to detail and accuracy.

Conceptual Skills

- Have a commercial awareness of the Banking industry
- Ability to multi-task, meet deadlines while maintaining the quality of services delivered.
- Excellent verbal and written communication skills, with the ability to deliver information at all levels of the business and has the confidence to challenge others.

Personality Attributes

- Demonstrated relationship-building ability
- Willingness to develop new skills at all times.
- Has a structured and pro-active "can do" approach and plans, organises and prioritises work effectively to achieve required outputs.

Leadership Skills

You will be expected to demonstrate behaviours from our Leadership skills framework through your actions, the way you work and how you work with others.

- Self-Aware: You understand your own strengths, values and derailers and seek to be authentic in your leadership style. You have a growth mindset and want to be the best leader you can.
- Team builder: You understand that people have different motivators and styles, and you adapt your approach accordingly. You quickly mobilise and motivate teams of people to work co-operatively to get things done.
- Influencer: You want to make an impact beyond the borders of your role. You have presence and demonstrate 'horizontal leadership' across the organisation. You know the formal and informal channels to getting things done.
- Change agent: You are focused on the everyday improvement and innovation needed to create our digital future. You have the skills to not only conceive change, but to

implement it effectively in an agile and flexible way. You are resilient in the face of setbacks.

- **Business savvy:** You understand how the Bank makes money and the drivers of long term value. You are attuned to market conditions, longer term trends and the changing needs of consumers.
- **Custodian:** In everything you do, you are focused on upholding our beliefs and working for the long term benefit of the Bank and its customers.