



## Job Description

<b>Job Title</b>	Assistant Accountant
<b>Reports to</b>	Finance, Planning & Analysis Manager
<b>Service</b>	Finance
<b>Direct Reports</b>	n/a
<b>Location</b>	HomeGround 140, Hobson Street, Auckland CBD
<b>Date prepared</b>	June 2026

## Background

Auckland City Mission - Te Tāpui Atawhai supports Aucklanders in greatest need. Our services have evolved as the city's social needs have done and we respond to these needs with care and compassion while advocating for a reality where there are: enough suitable homes, enough money for nutritious food and easily accessible health care for all.

Since our doors opened more than 100 years ago, this has been our 'why'. We offer support for however long and in whatever way needed – for some people that's simply accessing one of our many services, for others that's a complex journey with our full support.

## Position Summary

The Assistant Accountant is responsible for supporting the Finance Business Partner, Finance team and wider Mission organisation. This will include assistance in providing accurate and timely processing of management accounts and related reporting items. This includes, but not limited to, input into the monthly reporting process, annual audit and financial statement preparation, maintenance of financial input into operating systems.

## Key Responsibility Areas

### Service Delivery

- Assist with management accounting obligations of organisation.
- Preparation of journals and reconciliations for month end.
- Assist in development and implementation of policies and processes to improve capacity and quality of management accounting information.
- Provision of timely and accurate reconciliation of data to ensure accuracy of outputs and high-level understanding of variances.
- Work with Finance Business Partner to assist with any financial queries and information requests.
- Assist in the coordination, execution and monitoring of projects and activities across the finance and wider Mission as required.
- Assist with administration of Consol Cloud.
- Assist with reconciliation of tenant receipts in Xero and Consol Cloud.
- Assist with reconciliation of tenant invoices in Xero and Consol Cloud.
- Assist with accounts payable.
- Assist with project work as directed and required.
- Other duties and tasks as required.

### Health and Safety

- Maintain a safe and healthy work environment, complying with all Mission safety and legal regulations.
- Report and record any incidents as per the Incident Management Procedure.
- Ensure all mandatory training is completed and kept up to date.

### Stakeholder Engagement

- Build and maintain positive and professional relationships with internal and external stakeholders ensuring both written and verbal communication is professional.

### Regulatory and Compliance

- Ensure compliance with all regulatory requirements.

### Being part of Auckland City Mission

- Adhere to all Auckland City Mission organisational policies, procedures and guidelines standards of integrity and conduct.
- Uphold and promote Auckland City Mission values at all times.
- Demonstrate a commitment to and respect for Te Tiriti and incorporate these into your work.
- Participate in other duties, activities or events across the organisation as required.