



Role Description

Title	Assistant Accountant	Incumbent	
Reports to	Financial Reporting Manager	Date Last Reviewed	April 2026
Team	Corporate Services (Finance)	Geographical Location	Christchurch
Direct Reports	None	Work Environment	Office based

ORGANISATIONAL CONTEXT

Antarctica New Zealand is a Crown Entity established on 1 July 1996 under the New Zealand Antarctic Institute Act to develop, manage and execute New Zealand's activities in respect of Antarctica and the Southern Ocean.

Our overarching organisational goal is to continue to play an influential role in the kaitiakitanga (guardianship) of Antarctica and the Southern Ocean as a natural reserve devoted to peace and science. We do this by facilitating high-quality scientific research in Antarctica and supporting initiatives to protect the environment. Other key activities include the operation of Scott Base; managing logistics to, from and within Antarctica; and raising public awareness of the global significance of the continent and surrounding Southern Ocean.

The finance function is made up of two separate but highly connected teams that together provide high quality services to the organisation. An "Accounting Team" and a "Financial Services Team".

BUSINESS UNIT AND ROLE PURPOSE

The Finance Team manage Antarctica New Zealand's financial, procurement, payroll and treasury systems and practices, ensuring financial information is timely, accurate, complete and compliant with relevant accounting principles and legislative requirements.

The Assistant Accountant delivers accurate, timely payroll and financial services that supports sound financial governance, reporting, and systems across Antarctica New Zealand.

ANTARCTICA NEW ZEALAND VALUES

To honour our obligation to Antarctica:

- **Ka ngākau whiwhita tātou ki ā tātou mahi katoa**
We are passionate about what we do
- **Ka tiaki tātou i a tātou anō, ka tiaki hoki i te taiao**
We care for each other and the environment
- **Ka mahi tahi tātou**
We work together
- **He ngākau pono ō tātou**
We act with integrity
- **Ka whai tātou i ngā taumata tiketike**
We aspire to the highest standards

WORK OF ROLE

Payroll Administration

- Liaise with the People Team and Antarctica New Zealand employees to collate accurate and timely payroll data to submit to Datacom for processing
- Liaise with Datacom payroll consultant as required
- Review draft payroll prepared by Datacom
- Manage any ad hoc payroll queries and administration from internal and external parties as required
- Complete payroll journals and reconciliations

Transactional Accounting Services

- Process weekly bank transaction journals in Business Central
- Prepare month-end bank reconciliations for all bank accounts and term deposits
- Assist with accounts receivable, including annual customer events invoicing
- Monthly creditor ledger reconciliations
- Support the monthly credit card reconciliation process
- Review, reconcile and process monthly travel invoices

Management Accounting and Reporting

- Assist with monthly management accounting processes and reporting, including preparing selected Balance Sheet reconciliations
- Assist with any other ad hoc reporting as required

Statutory and Financial Reporting

- Support the preparation of annual financial statements and associated working papers
- Support the annual audit process
- Support CFIS reporting, Select Committee Question responses, Carbonreduce emissions reporting, CE Expenses disclosures, Quarterly Surveys, Official Information Act responses and Written Parliamentary Question responses

Financial Systems

- Assist with testing financial system updates and upgrades
- Assist with Business Central queries

Tax Compliance

- Complete GST returns as required

Other Tasks

- Provide cover for any other Finance team roles as required
- Any other tasks assigned by the Finance Managers or GM Corporate Services
- Fulfil accountabilities as described in the Information and Records Management Policy for creating and centrally storing accurate and complete records of your own business activities.
- Fulfil accountabilities as documented in the Health, Safety and Environmental Management Systems

KEY CHALLENGES

- Learning Antarctica New Zealand's operations, systems and processes quickly and effectively
- Maintaining the high standards of financial record keeping expected by our external auditors
- Supporting ad-hoc projects and the development of finance systems and procedures to ensure they are fit for purpose and meet the needs of the organisation

KEY EXPECTED OUTCOMES

<ul style="list-style-type: none"> • Payroll and financial operations are delivered accurately, on time and meeting compliance requirements, with effective coordination across internal and external stakeholders. • Financial transactions, reconciliations, and month-end processes are completed to a high standard, supporting the integrity of financial records and reporting. • Statutory, audit, tax, and reporting obligations are supported effectively through well-prepared documentation and timely responses. • Financial systems and data are used and maintained effectively, with issues resolved promptly and system changes appropriately supported. • Professional finance support is provided across the organisation, with clear communication, sound record-keeping, and adherence to health, safety, and information management requirements.

KEY FUNCTIONAL RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Chief Executive and Senior Leadership Team • Finance Team • People Team • Business Central Users
External	<ul style="list-style-type: none"> • Datacom Payroll Consultants • Inland Revenue • External Auditors

MINIMUM CAPABILITY NECESSARY TO WORK TO ROLE

CAPABILITY AREA	DESCRIPTION
Qualifications, Certificates and Memberships	<ul style="list-style-type: none"> • Tertiary accounting qualification or equivalent experience in a comparable role. • Membership of a recognised professional accounting body is desirable
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • A minimum of three years in a similar role with proven successful experience in providing high quality accounting and finance services • Advanced knowledge and understanding of New Zealand payroll legislation and payroll processing • Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations • Proficient in Excel and able to manipulate large amounts of data • Familiarity with Finance Systems (Business Central desirable) • High attention to detail and accuracy • Strong computer literacy and numeracy skills • Well-developed analytical and problem-solving skills • Strong communication skills and ability to build sound working relationships both internally and externally
Judgement, temperament and influence	<ul style="list-style-type: none"> • A positive attitude, a solution focused mindset and a team-player • Demonstrates ability to learn and adapt to change • Self-aware and committed to continuous improvement • Effective interpersonal and communication skills • Demonstrates a high-level of integrity in management of confidential information

ROLE AUTHORISATIONS

I confirm that this Role Description accurately describes the work of the Assistant Accountant:

_____ Date _____
GM Corporate Services

I accept this Role Description accurately describes the work of the role for which I am accountable:

_____ Date _____
Assistant Accountant