

APPENDIX ONE:
Position Description



POSITION TITLE:	Financial Accountant
LOCATION:	Tauranga
REPORTS TO:	Head of Financial Control
TEAM:	Finance, Head Office

At Craigs (CIP) we are focused on helping our clients to achieve their financial goals and grow their wealth. We believe that where a client's financial future is concerned, our people are fundamental to achieving this. Our collective skills, knowledge and commitment means that we can provide the best possible outcomes for our clients.

The position of Financial Accountant is based in Head Office and is responsible for the preparation of timely and accurate internal and external financial statements for the wider Craigs Investment Partners group and associated companies.

Other critical elements of the position include ensuring the taxation obligations of the relevant companies are managed to a high level, providing assistance with preparation of the annual operating budgets and liaison with external auditors.

WHAT I DO

KEY RESPONSIBILITIES

- The timely and accurate preparation and distribution of monthly, quarterly and annual financial reporting for subsidiary and associated entities of Craigs Investment Partners Limited.
- Financial statements that comply with applicable standards, trust deeds and statutory regulations.
- Preparation and filing of company taxation obligations.
- Month-end processes, including balance sheet reconciliations
- Assistance in preparation of annual operating and capital budgets.
- Liaison with external audit staff.
- Contributing to key finance regulatory submissions.
- A focus on process and continuous improvement.
- Cross-training and team support to collectively meet relevant deadlines.
- Contributing to the development of accounting policies, systems and procedures.
- Involvement in projects as and when required.

GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations, relevant legislation and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners' systems.
- Follow company policy and process to ensure client information is protected against loss, unauthorised access, use, modification or disclosure.

- Demonstrate the Craigs' values every day and encourage, support and enable my colleagues to do so also.
- Maintain the core competencies as set down by the Company from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- At all times follow Company prescribed administrative processes and policies, including use of supporting systems.
- Act professionally, ethically and work co-operatively and constructively within the framework of the Company structure.
- At all times act with integrity and treat clients fairly and respectfully.
- Any other tasks as requested by your manager.

WHAT I VALUE



At Craigs, we pride ourselves on creating an environment where our people feel they belong and can bring their best self to work and feel valued. We grow as a team and with our clients and are always looking to support our communities – both internal and external. Our values build the foundation of how we work and how we provide great outcomes for our people and our clients.

WHAT I BRING

- Tertiary qualification in a finance or business-related discipline
- Chartered Accountant (CA) membership with CAANZ
- Previous experience in a similar position (desirable)
- Previous experience in a financial services business (desirable)
- Strong financial accounting and analysis skills
- Excellent time management and organisational skills
- Ability to communicate with staff at all levels of the organisation
- High level of accuracy and attention to detail
- Proficient Microsoft Excel user
- Self-starter with the ability to show initiative