

Financial Accounting Manager



The Financial Accounting Manager leads the Accounts and Financial Accounting functions, ensuring a high-performance and customer centric culture throughout the team. You'll ensure robust financial controls and compliance with internal policies and tax obligations, while also producing high quality, accurate and fit for purpose financial reporting.

Reports to:	Head of Finance
Department:	Finance
Group:	Business Services
Employment Type:	Permanent
Location:	Avalon
Direct reports:	4
Budget:	Nil
Career Path:	Corporate
Job Family:	Accounting, Finance and Payroll
Career Step:	Band 8
Date:	October 2024

Position priorities and responsibilities

People Leadership

- Manage the day-to-day operations of the accounts administration and financial accounting functions.
- Motivate and inspire the team to consistently produce high quality work, through setting clear expectations and goals, and giving frequent and genuine feedback.
- Plan and prioritise the workload across the team.
- Encourage the identification and implementation of improvement opportunities across the team.
- Promote a positive, safe and inclusive work environment with a “one team” culture.

Accounts Administration

- Ensure the efficient and accurate handling of financial transactions and records.
- Monitor the processes and outputs to ensure effective financial controls and compliance with internal policies and tax legislation.
- Monitor key metrics. e.g. invoices paid on time, debtors collected on time.

Financial Accounting and Reporting

- Ensure the fixed asset register is maintained and new assets are capitalised correctly and in a timely manner.
- Ensure all bank and balance sheet general ledger accounts are reconciled regularly, with reconciling items cleared promptly.
- Ensure bank balances are monitored daily, funds are transferred between accounts as required, and there is ongoing compliance with the Treasury Policy.
- Maintain and iterate the cashflow forecasting model so it remains fit for purpose.
- Provide advice to the business on foreign currency risk and maintain appropriate records on forward exchange contracts.
- Maintain accounting records and ensure accurate preparation and posting of monthly journals.
- Apply knowledge of accounting standards, to assess how the latest IFRS developments could impact on GNS Science's financial reporting requirements.
- Prepare financial statements and statutory returns for GNS Science and subsidiaries.
- Coordinate the interim and final audits.
- Review external reporting prior to submission, such as Statistics NZ returns and Crown Financial Information System (CFIS).
- Assist with preparation of ad-hoc and monthly Board and Executive Leadership Team financial reporting.

Taxation

- Ensure GST, FBT and PAYE returns are prepared and filed, and payments are made on-time.
- Prepare and file income tax returns and monitor tax pooling, in consultation with specialist tax advisors.
- Ensure Inland Revenue statements are reconciled promptly and any reconciling items are investigated and cleared on a timely basis.
- Assist with ad hoc tax reviews.

Processes and Procedures

- Develop and implement strategies to enhance finance operations, streamline workflows, and increase overall efficiency.
- Evaluate and identify areas for improvement in finance processes and procedures.
- Collaborate with finance team members to ensure that new procedures are effectively communicated and adopted.

Other

- Identify and suggest improvements to business processes to increase efficiencies and reduce operational risk.
- Be a change agent – drive and support the implementation and improvement of financial processes and controls across the wider Finance team.
- Assist with other tasks and ad hoc projects as required.

Responsibilities of all staff

- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

Key working relationships

Internal:

- Finance team
- Leaders across GNS
- Executive Leadership Team

External:

- The Treasury
- Inland Revenue Department
- External auditors
- Internal auditors
- External tax advisers
- TMNZ tax pooling

Person specification

Skills, knowledge and attributes

- Excellent knowledge of accounting standards, financial controls and cash flow management.
- Deep knowledge of statutory reporting and tax obligations.
- Strong leadership and people management skills, encouraging and coaching others.
- Excellent verbal and written communication skills, able to communicate technical information to non-technical stakeholders.
- Strong organisational skills, able to multi-task, prioritise and escalate where necessary.
- Able to use problem solving skills to identify causes and determine effective solutions.
- Effective relationship management skills, able to establish and maintain effective working relationships.
- Be discreet and demonstrate personal integrity when handling sensitive / confidential information.
- Be resilient and demonstrate initiative.

Experience

Essential:

- At least two years' finance leadership experience in a large organisation.
- At least five years' financial accounting and tax experience.

Qualifications

Essential:

- A Chartered Accountant qualification from Chartered Accountants Australia and New Zealand, or an equivalent qualification from a recognised international accounting body

Performance dimensions

At a high level, GNS Science recognises six performance dimensions: three relate to technical capability, one relates to leadership (if applicable) and two relate to the *way* we work. Below are the general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

Technical capabilities

Scope, complexity and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

Contribution to GNS Science / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.
- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.
- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.
- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner.

Leadership

- Leads from the front to foster a strong culture of collaboration and innovation and working effectively with other teams to achieve objectives.

- Develops and manages the performance and capability of the team through effective coaching and development initiatives.
- Sustains the capability and capacity of the team through effective planning and talent management.
- Creates an inclusive working environment that values diversity and wellbeing.

Behavioural expectations

Manaakitanga – we do the right thing

Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:

- We are **CONNECTED** in our purpose; with each other, with partners and stakeholders and with our communities.
- We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.
- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

Bicultural commitment

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.
- We do this in a way that is culturally appropriate (tikanga) and honours Māori and non-Māori worldviews (te ao).

These expectations are intended to support and guide the development of individual staff.