

Financial Operations and Systems Accountant



The Financial Operations and Systems Accountant is responsible for managing the Accounts Administration function and driving the development and enhancement of financial systems and processes.

Reports to:	Head of Finance
Department:	Finance
Group:	Business Services
Employment Type:	Permanent
Location:	Avalon
Direct reports:	3
Budget:	Nil
Career Path:	Corporate
Job Family:	Accounting, Finance and Payroll
Career Step:	7
Date:	September 2024

Position priorities and responsibilities

People Leadership

- Effectively manage the Accounts Administration team to deliver timely services to the organisation, ensuring a breadth of knowledge and skills, and sufficient coverage of functions to ensure continuity of delivery.
- Manage all recruitment, performance and development, and remuneration activities for direct reports, ensuring the team has the right capability to support the future success of GNS.
- Manage any staffing issues or disputes to ensure prompt and effective resolution.
- Foster a culture of continuous improvement within the team, encouraging innovation and the adoption of best practices.
- Put in place plans for business continuity, information stewardship, and ensure staff are aware of individual responsibilities.

Accounts Administration Management

- Oversee and manage the Accounts Administration function, ensuring efficient and accurate handling of financial transactions and records.
- Monitor the Accounts Administration processes and outputs to ensure solid financial controls and compliance with internal policies and tax legislation.

- Complete the first level review of team deliverables i.e. payment runs and reconciliations.
- Provide support and training for non-finance staff on system usage for purchases, expenses and corporate credit cards.

Processes and Procedures

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

Financial Systems

- Provide first level support to users of the Finance module; resolve tickets raised internally and escalate tickets with the external support provider in a timely manner as required.
- Review system release notes and understand the impact on our organisation; identify new features and execute test plans that are right sized for the changes.
- Provide support and training to finance staff on system usage and enhancements.
- Identify, scope, and implement developments and enhancements required for financial systems to improve their effectiveness and efficiency.
- Collaborate with stakeholders to assess current system capabilities, gather requirements, and prioritise system improvements.
- Take responsibility for the ongoing development and maintenance of finance systems to ensure they support both current operations and future growth.

Reporting and Documentation

- Prepare and maintain documentation related to system changes, process improvements, and project implementations.
- Report on the status and outcomes of system and process enhancements to senior management and relevant stakeholders.
- Develop and maintain reporting to support ongoing compliance checks.

Collaboration and Support

- Work collaboratively with IT and other departments to ensure integration and alignment of financial systems with organisational objectives.
- Provide technical support and troubleshoot issues related to finance systems and processes.

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
- Technology team
- Budget holders and colleagues ordering goods and services
- Expense claimants
- Credit card holders

External:

- ESR systems contact
- Workday consultants
- Workday support partner
- Internal auditors
- External auditors
- Tax advisers

Person specification

Skills, knowledge and attributes

- Strong understanding of financial systems, accounting principles and GST compliance.
- Confident in identifying, implementing, and managing system upgrades, enhancements and process improvements.
- Excellent problem-solving skills with the ability to analyse and resolve complex issues.
- Effective communication and project management skills, with the ability to work collaboratively with various stakeholders.
- Excellent change leadership skills
- Strong organisational skills with attention to detail and the ability to manage multiple projects simultaneously.
- The ability to develop, build and maintain effective relationships with Māori, respecting obligations under Te Tiriti of Waitangi and interacting appropriately with Māori taking into consideration tikanga (customs) and kawa (protocol).

Experience

Essential:

- At least two years' experience leading or coaching others; and
- At least five years' experience in financial systems management, accounting, or finance operations, with a track record of successful system and process improvements.

Qualifications

Essential:

- Bachelor's degree in Accounting, Finance, Information Systems, or a related field.

Desirable:

- A relevant professional accounting qualification (e.g., CA, CPA, CMA).

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.