

LEAD ACCOUNTANT

NZSTA purpose

Our mission is to lead and strengthen school governance in New Zealand.

To this end, NZSTA wants all state and state integrated schools effectively governed by a school board whose primary focus is every student achieving their educational potential.

What we do

NZSTA is a membership-based national organisation representing the interests of its member boards. Membership of NZSTA is open to school boards of any state or state integrated school.

NZSTA has a contract with the Ministry of Education to deliver a fully integrated range of services free to all boards to support and enhance boards' capability in governance and employment. NZSTA is also an active party in relevant education related decisions and national policy formulation and works alongside the Ministry of Education in negotiating Collective Agreements with unions.

Our values

- High – Expectations
- High – Trust
- High – Transparency
- High – Accountability

Position description

Position purpose

The Lead Accountant will be responsible for providing timely, accurate and relevant financial information and related advice and guidance to the key internal and external stakeholders of the New Zealand School Trustees Association (NZSTA).

The Lead Accountant is responsible for maintaining the accounting systems and processes, preparing monthly financial reports, controlling the master data of the general ledger, and ensuring compliance and filing of returns for NZSTA and managing monthly finance reporting for the Senior Leadership Team.

You will also play a key role in ensuring the integrity of data within the financial system, forecasting and all banking responsibilities.

Position Details

Responsible to	Director Shared Services
Functional relationships internal	NZSTA Chief Executive Officer NZSTA President NZSTA Senior Leadership Team Shared Services Team Assistant Accountant NZSTA Board
Functional relationships external	NZSTA Members NZSTA External Auditors Audit and Risk Committee
Staff	N/A

Key Responsibilities

Functional

To carry out and / or provide assistance to the Director Shared Services

- Provide necessary financial information and reports as required including support for reporting to CEO, Senior Leadership Team, Audit and Risk Committee and NZSTA Board
- Analyse NZSTA's financial information and summarise financial status
- Prepare Annual Statements of Accounts and supporting schedules, and assist Auditors with the annual audit preparations
- Assist with the preparation and maintenance of NZSTA's strategic financial plan
- Prepare revenue projections and forecasting expenditure, and suggest ways to improve

efficiency and spending

- Prepare and monitor budgets against actual performance and reporting major variances to responsible Director
- Coordination of budget variation process
- Maintain and reconcile balance sheet and general ledger accounts
- Assist with tax audits and tax returns to ensure statutory compliance
- Support month-end and year-end close processes
- Investigate and resolve audit findings, account discrepancies, and issues of non-compliance
- Identify and design report tools based on both financial and non-financial information for users and Directors across NZSTA to enable greater understanding of their operations and strategic decision making by the Senior Leadership Team
- Prepare and distribute financial reports to internal and external stakeholders. This will include monthly financial reports for use by the CEO, Senior Leadership Team, Audit and Risk Committee, and the NZSTA Board
- Review and provide suggestions for improvements to accounting systems, procedures and existing financial systems i.e. Xero and iPayroll
- Liaise with our Director Shared Services to improve financial procedures
- Provide staff training on financial applications/system
- Coordinate the asset revaluation process when required
- Revision of relevant Policies including NZSTA's Investment and Procurement Policies
- Oversee and assist with creditors, debtors, payroll and contracts function as required
- Support the Assistant Accountant
- Perform other accounting duties and supporting other finance/accounting staff as required.

General

- To attend meetings as directed
- To undertake miscellaneous tasks relevant to the position as required from time to time.

Advice to NZSTA Business Areas

- Provide advice to the CEO and SLT when required, on matters relating to all areas falling within this position description
- Provide update reports to the Director Shared Services as required.

General

- Other duties, as directed from time to time by the Director Shared Services as required.

Health and Safety

- Participate in all NZSTA Health and Safety activities and act in a responsible and safe manner at all times (in accordance with NZSTA H&S policy and procedures).

Working Conditions

- Flexible Working Arrangements may be available by mutual agreement with the Director, noting expectation as a staff member based in National Office, Wellington.

Person specification

SKILLS AND EXPERIENCE REQUIRED

Essential

- A minimum of three years proven experience in a senior accounting position within a corporate environment, or similar position
- A tertiary degree in Business or Commerce with an accounting major
- Proven management accounting and financial accounting experience
- Experience in providing financial advice
- Excellent written and oral communication skills
- Strong planning and organisational skills
- Well-developed analytical and problem-solving skills
- Experience with reading, understanding, and analysing financial reports and statements
- Demonstrated ability and experience in preparing budgets and financial reports and statements
- Focus on detail, accuracy and quality of work and deliverable
- Experience and knowledge of financial systems with advanced computer skills including Microsoft Word and Excel
- Continuously strives for greater levels of effectiveness, efficiency and minimisation of risk
- Fully compliant as a tax practitioner
- Filing of corporate tax returns.

Desirable

- Working towards a Chartered Accountant's qualification
- A working knowledge or experience of working for a not-for-profit and/or professional association or similar organisation would be an advantage
- Registration with accredited statutory body and association is highly desirable

Personal qualities/attributes

- Excellent interpersonal skills with the ability to develop good relationships with stakeholders at all levels
- A demonstrated commitment to the provision of quality customer service
- Ability to work under pressure and to deadlines
- Capability to self-manage and prioritise work to ensure deadlines can be met
- Ability to work both autonomously and as an active team member
- Displays a responsive, professional, open and enthusiastic manner
- Professional and personal integrity (including the ability to maintain confidentiality)
- Understanding of and commitment to the principles of Te Tiriti o Waitangi and tikanga Māori including comfort in te reo Māori environment.