

43.Role Description

Assistant Accountant



Last review date: August 2019

GirlGuiding New Zealand – *Nga Kohine Whakamahiri O Aotearoa*

GirlGuiding New Zealand has been the leading girls' organisation in New Zealand since its establishment in 1908, when it led the world in being the first national organisation established specifically for girls and young women.

From these visionary beginnings, GirlGuiding New Zealand remains a values-based organisation which prepares girls for making the most of life ahead. Our aim is to help them develop skills, knowledge, values and a sense of adventure through an informal learning programme that's designed to be relevant to the interests of today's girls.

We provide a fun, safe environment where girls are encouraged to be themselves, discover their passions and potential, contribute to their community and form friendships.

Guiding continues to focus on giving girls and young women the opportunity to enjoy a wide variety of social, recreational and community action experience that encourage them to help themselves and help others. We are a girl-led organisation which means that girls choose their own Guiding pathway.

As a member of the World Association of Girl Guides and Girl Scouts, GirlGuiding New Zealand is part of an influential global community.

Our vision:

All girls and young women are valued, inspired and empowered to take action to change their world.

Our mission:

We enable girls and young women to develop into confident, adventurous and empowered leaders in their local, national and global communities.

Our goals:

Be considered the leading organisation for girls and young women in New Zealand, increasing our sphere of influence through growth and reach

Purpose of the Role:

The role is responsible for ensuring the provision of effective and efficient financial services and support that facilitates good communication and decision making between staff and the volunteers.

This is an organisational leadership role for GirlGuiding New Zealand responsible for providing advice to the Chief Executive, Leadership and Management Teams, Audit and Finance Committee, GirlGuiding NZ Foundation and National Board.

Reporting structure:



GirlGuiding NZ has a team of approximately 1,300 volunteers and staff delivering programmes, activities and events to approximately 10,000 girls and young women each year. Refer to the organisational chart for an overview of the organisation’s team and structure

Important functional relationships:

GirlGuiding New Zealand is a nationwide membership-based organisation which offers a range of programmes and opportunities that rely on the successful integration of the staff and volunteer functions.

This position has key functional relationships with:

Internal:

- Business Services Manager
- Chief Executive
- Leadership and Management Teams
- Finance Team Leader

- Operations Manager
- Fund Development Manager
- Business Services Team
- All Staff
- Volunteers

External:

- Auditors
- Insurance brokers
- Investment advisers
- IRD
- Software support providers
- Suppliers

Accountabilities:

Leadership

- Continually demonstrate enthusiasm for the organisation’s vision, mission and values; inspire others to achieve goals and assist colleagues towards high performance
- Be part of a successful team by maintaining a shared vision, sound decision making, open and honest communication, professional integrity, personal responsibility, a coordinated approach, continual improvement and robust processes

Strategy

- Proactively maintain and support the development of business processes.
- Prioritise and monitor workload.
- Provide advice to their manager in relation to work prioritisation and policy development and implementation

External relationship development and communication

- Develop and maintain effective relationships
- Communicate GirlGuiding New Zealand’s decisions and achievements

Team support

- Support the Business Services Team and any functional and project teams that you are involved in to help them be successful
- Maintain effective relationships with staff and volunteers
- Understand the wider environment in which GirlGuiding New Zealand operates

Health and safety

- Take responsibility for personal wellbeing in the workplace
- Compliance with health and safety policies and procedures to maintain a safe workplace

Role specific responsibilities:

Financial Management and Technical Services and Support

- Provide strategic advice to Business Services Manager, Chief Executive, Audit & Finance Committee, National Board and GGNZ Foundation
- Demonstrate active strategic leadership; monitoring organisation performance, celebrating success, problem solving, finding and implementing solutions to issues including underperformance and participating in think tanks and strategic discussions as required
- Drive organisational opportunities, growth and change
- Recommend solutions to issues, improvement opportunities or new prevention measures
- Create an environment that promotes one team, great performance and positive morale
- Participate in the development of the national operating plan and annual budget and report on team activities
- Deliver agreed accountabilities within the national operational plan on time, in full and within budget.
- Manage and operate within agreed budgets
- Ensure compliance with all relevant legislation, policies, procedures and practices within areas of responsibilities. Ensure that any concerns are brought to the Business Services Manager attention
- Minimise GirlGuiding New Zealand's exposure to risk through sound legal and compliance management practices
- Provide support to the Finance Team as required to ensure that organisational priorities are delivered on time and to the agreed standards.
- Provide financial support for the Fund Development Team and ensure that the Finance Team assists with the provision of information required for funding applications and proposals
- Work with Property Staff to ensure the property booking system maximises financial returns, fees are collected in a timely manner, it is easy to use and is operating within GirlGuiding NZ policy.
- Coordinate the Audit and Finance Committee meetings, papers and processes. Present financial reports and statements to the Board, Foundation and Forum as required
- Ensure that financial support services are delivered on time, to agreed standards and within budget and that monthly reporting occurs.
- Ensure the integrity of transactions processed
- Ensure that internal and external debt is managed in accordance with the debt policy of GirlGuiding New Zealand
- Checking accounts payable batches and ensure delegations are correctly applied

- Assist staff with inventory queries and stock management responding within agreed timeframes
- Ensure GST returns are accurately processed and actioned by their due date
- Be the liaison with Alumnae Portfolio Holder for financial matters and generate Trefoil Guild invoices as required

Biscuit support

- Actively support the biscuit team, ensuring that biscuit champions are being appropriately supported with financial information and annual biscuit orders are invoiced
- Work with the Operations Team to assist with inventory management on a day to day basis and assist staff with inventory queries

Financial and Statistical Information

- Provide financial information meeting the needs of different users, including staff and volunteers in different geographic areas, teams and project groups as required. Provide monthly reports within 5 days of month end.
- Ensure monthly journal entries are processed in a timely manner
- Ensure key balance sheet accounts are reconciled on a monthly basis
- Ensure that monthly reporting deadlines are adhered to
- Ensure that KPI financial and statistical information is developed and reported on a fortnightly basis in a meaningful and useful format.
- Prepare financial management reports for GirlGuiding New Zealand Foundation on time and to agreed standards

Commercial advice and support

- Provide the organisation with commercial support, statistical reporting information, financial advice and financial analysis to aid and improve decision making and ensure decisions are aligned with the organisation's objectives and strategies
- Ensure risk management strategies and plans are developed, reviewed, continuously improved and implemented including appropriate insurance cover

Annual Financial Statements

- Preparation and filing of the Annual Accounts and Report for the Association and GirlGuiding New Zealand Foundation on time and to agreed standards
- Preparation of information to support the annual financial audit
- Provide assistance and support to external auditors
- Assist other teams to establish correct and transparent accounting processes for their activities

Role specific competencies

- Good leadership and management skills
- Strong general computer skills including Microsoft suite of products, in particular Excel, Word and Outlook, databases and accounting software
- Attention to detail and accuracy
- Sound judgement and problem-solving skills
- Strong analytical skills
- High level of written and verbal communication and relationship skills
- Strong personal prioritisation and time management skills
- Acts with Integrity
- Environmental awareness and appreciation of potential impacts of trends and legislation pertaining to area of responsibility
- Commitment to customer services excellence
- The ability to work occasional late nights and weekends when required

General Competencies

- Leadership qualities – acts professionally; self-starter; risk assessor; good listener
- Judgment – considers long-term impacts of decisions
- Collaboration – staff and volunteers work together in achieving common goals for the benefit of GirlGuiding New Zealand. Demonstrates a strong customer service ethic
- Continuous improvement – supports positive change; actively promotes personal improvement; strives for excellence in all aspects of work
- Environmental awareness and appreciation of potential impacts of trends and legislation pertaining to the area of responsibility
- Relationships - establishes and maintains solid relationships with colleagues

Qualifications and experience

- Working towards or has a Chartered Accounting qualification (Accounting Technician or Chartered Accountant)
- At least 5 years accounting work experience
- Experience managing staff
- Experience in Greentree or other similar accounting software packages
- Proven achievement of targeted results
- Experience in a not for profit environment would be an advantage

Note: Role purpose, responsibilities and competencies may change over time. Role holders will be notified of any changes. Consultation will take place in the event of any material changes that affect the overall scope, function or possibly size of the role.

Roleholder Name & Signature

Date

Manager Name & Signature

Date

Chief Executive Name & Signature

Date