



FINANCIAL ACCOUNTANT

Job Description

Position title:	Financial Accountant
Responsible to:	Financial Controller
Location:	Wellington
Start date:	November 2021
Employment status:	Permanent

About the College

The Royal New Zealand College of General Practitioners (the College) is the professional body and postgraduate educational provider for vocationally qualified specialist General Practitioners (GPs) and Rural Hospital Medicine Practitioners.

Our key aim is to improve health outcomes and reduce health inequities for all people in Aotearoa New Zealand. We do this by setting and maintaining education and quality standards, and supporting our members to provide competent, equitable care to their patients.

Our work is underpinned by kaitiakitanga (service and stewardship), whanaungatanga (collaboration and respect), mana tangata (diversity and inclusion), and auaha (innovation and creativity).

Our 65+ operational staff support approximately 5,500 specialist GPs working in 1,000 general practices around the country.

Our people are committed to creating a contemporary and sustainable organisation, improving health equity, leading the way in education excellence, and ensuring the sustainability of quality general practice.

To learn more about who we are and what we do, [please visit our website](#).

Our Benefits

Equal Opportunities
Employer

Flexible
Working

Recognition &
Reward

Wellness &
Wellbeing

About the role

As the Financial Accountant you will be responsible for the timely provision of high-quality financial information including monthly and annual accounts, budgets, and forecasts. As a member of the Finance team, you will support the Financial Controller to deliver accurate and timely input, analysis, and advice into the College Financial activities to support the strategic objectives.

Key Responsibilities

- Preparation and management of accurate and timely financial reporting including;
 - Preparation and tracking of the month end timetable of reporting
 - Completion of monthly processes in line with the month end timetable of reporting
 - Provision of sound analysis and commentary on variances to monthly and annual budgets
 - Provision of monthly management reports to Cost Centre Managers
 - Lead variance to budget discussions with Cost Centre Managers with support from the Financial Controller
 - Completion and delivery of information to the College funders
 - Development, maintenance, and implementation of improved financial reporting.
- Completion of statutory returns and filings including GST and Stats NZ within deadlines.
- Undertake financial cashflow forecasting and monitoring activities including;
 - Regular review and input into cash forecast to ensure accuracy and completeness
 - Recommendations on optimising returns with timely investment of funds
 - Provide accurate analysis and forecast outcomes for adhoc or irregular initiatives.
- Support the delivery of Annual Financial Statements including preparation of draft statements, liaison with external auditors and completion of year end processes to support the timetable.
- Support the Financial Controller with the annual and ongoing College budget process including consultation with cost centre managers, provision of up to date budget models and accurate delivery of budget information to timetable.
- Support the Financial Controller in ensuring the College has high quality financial and operational data analysis and reporting capability.
- Work with the Financial Controller to provide well researched analysis, forecasting and recommendations for projects, capital expenditure, processes, and events across the College.
- As a member of the Finance team, support the delivery of timely and accurate financial operations including Accounts Payable, Accounts Receivable, Fixed Asset Register and Payroll.
- Build and maintain professional, effective, and supportive working relationships with internal and external stakeholders.
- Provide research and recommendations on the annual insurance renewals including arranging renewal on approval.

Position Requirements

Candidates should have the following essential skills and experiences:

- > Accountancy qualification (CA or CPA).
- > Minimum 5+ years of Finance and Accounting experience with excellent knowledge of accounting systems and standards.
- > Excellent written and oral communication skills for all levels and complexities.
- > Exceptional analytical capability with proven ability in preparing and interpreting financial findings and reports.
- > Experienced at building and maintaining collaborative relationships with key stakeholders.
- > Ability to solve issues collaboratively, and to proactively recommend process improvements.
- > Highly skilled with the Microsoft Office Suite.

Candidates should demonstrate the following essential attributes:

- > Excellent attention to detail and accuracy.
- > Works well under pressure with an ability to adapt to changing business priorities and work collaboratively to prioritise and execute tasks.
- > Highly self-motivated, and ability to work independently with strong problem-solving skills.
- > Understands the College's obligation and Government's policy on the Treaty of Waitangi and applies knowledge in decision-making.
- > Demonstrates resilience in the face of circumstances outside their control.

Key Relationships

Internal

- > Financial Controller
- > Head of Corporate Services
- > Finance team
- > Corporate Services Group
- > Senior Management Team
- > Functional teams of the College
- > Cross-functional teams within the College

External

- > Auditors
- > Inland Revenue
- > Bankers and Fund Managers
- > Health Workforce New Zealand and Ministry of Health

Health & Safety

As an employee you will:

- Take reasonable care of your own health and safety.
- Take reasonable care that what you do, or do not do, does not adversely affect the health and safety of others.
- Cooperate with any reasonable policies or procedures the College has in place on how to work in a safe and healthy way.
- Comply with any reasonable instruction given by the College so that you can comply with the Health and Safety at Work Act and its regulations.