

Position Description – Assistant Accountant

Our Values

Core values flow from our history and Whakapapa, they inform our sense of service to our Iwi, they drive behaviours and how we interact with our sense of purpose. These values grow from Tūhoe beliefs, traditions, customs, and context for ensuring the permanence of Tūhoetana, Te Mana Motuhake o Tūhoe.

Working with Us

Working for Te Uru Taumatua blends today and tomorrow challenges and comes with the responsibility to equip a future generation fit for its time. People who choose to work with us will know humble courage, have future sighted eyes, and have a work ethic second to none to bring about wellness in others.

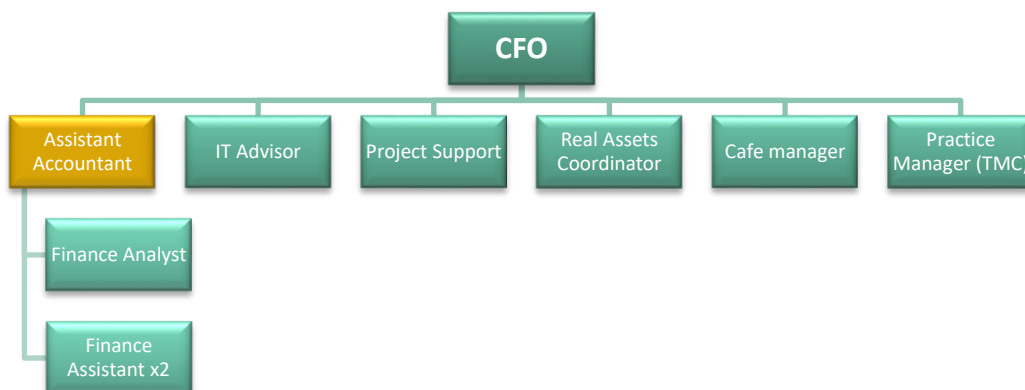
Our Responsibilities

Anamata: Our sense of belonging is strong, our strength is measured by a willingness to share it.
 Onukurani: Our responsibility to Te Urewera makes us resilient deserving people.
 Iwi: Our ability to care about ourselves, helps us care for others and all things around us.
 Whairawa: Our livelihoods are regenerative, they reconcile our lifestyles with Tūhoe values, virtue, and instinct.

About this role

Reports to: Chief Financial Officer

Reporting to the Chief Financial Officer (CFO), you will be an integral part of the finance team who can critically contribute to and deliver on the strategic aims of the Team. The role has responsibility for implementing and upholding rigorous financial controls and efficient processes.



What we are wanting to see

A team that is inspired and capable to operate our financial management system through discipline and rigorous process. Organisation visibility that leads to informed decision making, accountability and increased tribal capability.

Financial Management System	Mahi – The Expected Standard
	<ul style="list-style-type: none"> • Support the raising of financial management discipline amongst TUT and group organisation. • Review and successfully implement a programme of enhancing core financial management processes within the Assistant Accountant and supporting like capacity needs in Tribal Authorities. • Review, educate and maintain effective and consistent financial management systems, policies, standards and reporting requirements. • Understand TUT group needs and TUT projects to develop robust data integrity that enable user friendly and valuable reporting that supports rigor and resilience in decision making. • Ensure requisite controls are operating to agreed standards. • Ensure risk management systems are operating through a minimum of effective financial management controls. • Ensure all compliances are managed in due dates for the complex income tax and goods and services requirements. • Ensure efficient payroll management that meets required legislative obligations working with the People and Development team within TUT as required. • Contribute to the development and review of the Financial Management strategy. • Check and guard for surety that financial objectives are aligned across the TUT group and report regularly to the CFO. • Assist with the annual audit process and in preparation of annual financial statements. • Actively contribute to agreed policy and practice development.
Tribals	Mahi – The Expected Standard
	<ul style="list-style-type: none"> • Assist the CFO in the preparation of an annual programme working with tribal offices to upskill and enhance financial management and financial control within the Tribal offices. • Ensure the organisation systems have rigor and are transportable and relevant to tribal offices.

Team	Mahi – The Expected Standard
	<ul style="list-style-type: none"> • Manage the team cohesiveness and accountability to the financial strategy and work plan. • Ensure timely delivery of the finance strategy and workplan through effective communication and delegation. • Recognise areas for team capability improvement and strategise with the CFO to develop capability improvement initiatives.

Compliance	Mahi – The Expected Standard
	<ul style="list-style-type: none"> • Ensure appropriate financial regulations are maintained and upheld. • Prepare statutory returns including GST/PAYE/Fringe Benefit Tax (FBT). • Meet all deadlines on reporting and other requirements required by the Trust deed. • Ensure all requirements related to Inland Revenue Departments are met. • Understand and complete annual requirements for Companies Office and Charities. Assist with preparation of Income tax. • Assist with the Audit and Budget processes. • Prepare other periodic compliance requirements, including charities, Companies office and ACC. • Ensure confidentiality and privacy of all information is maintained in accordance with the Privacy Act 2020. • Adhere to Health & Safety TUT Policies and procedures.

Quality – Expected Standard

- Quality is never an accident - delivery of a high standard outcome.
- Improve internal controls, systems and processes for Sharp Delivery.
- Discern and contribute to the continual improvement of sharp workflows and systems that increase organisational agility.

Special Circumstances – Expected Standard

- There may be travel and overnight requirements from time to time to support off-site based operations, attend training or other relevant meetings.
- The nature of this role and organisation's unique culture and operating environment requires the incumbent to be flexible, adaptable, collaborative, and possess strategic long- and short-term thinking.

<ul style="list-style-type: none"> To be successful in the role requires the desire to learn new perspectives, be focussed on the improvement of others and the ability to meet the demanding time constraints that arise throughout the financial year. 	
Personal Development – Expected Standard	
<ul style="list-style-type: none"> Take responsibility for own personal development including be responsible for articulating own support needs. This requires honest reflection of personal capability needs. Always look to grow and mentor the team. 	
Performance – Expected Standard	
<ul style="list-style-type: none"> Performance indicators will include both quantitative and qualitative measures as agreed through the capability and development process, based on this position description. 	
Compliance – Expected Standard	
<ul style="list-style-type: none"> Privacy Act – Ensure confidentiality and privacy of all information is maintained at all times Health and Safety – Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents. Complies with relevant safety legislation, policies, procedures, safe systems or work and event reporting. Reports all incidents / accidents, including near misses in a timely fashion. Proactively work to build and maintain meaningful working relationships within the Tūhoe -Te Uru Taumatua team through active participation, discussion, open and honest communication and knowledge sharing. Actively promote the vision, values and aspirations of Tūhoe in all dealings with internal and external stakeholders. Licenses – Hold a clean and current car drivers license Business improvement – Seek to offer input into business decisions through active participation and recommending where appropriate, process improvement opportunities as and when they arise. 	
Relationships – Expected Standard	
Internal:	External:
<ul style="list-style-type: none"> Group Managers Te Uru Taumatua Kaimahi Te Urewera Board Tūhoe Tribal Authorities Tūhoe people 	<ul style="list-style-type: none"> Existing Tūhoe-Te Uru Taumatua stakeholders, such as community groups, trusts, district councils, government agencies and business partners. ITO's, training providers and apprenticeship partners. Relevant industries General Public
Kaupapa	Expected Standards

Competencies	<ul style="list-style-type: none"> • Operational executor – Must be a capable administrator who delivers results. • Analytical entrepreneur – Must have a mind that seeks sense and continuous improvement that will add value to achieving our outcomes. • Time and results champion – Must be self-managed, motivated and able to work unsupervised. • Culture guru - Understands the organisational impact of financial decisions, operations and processes on Tūhoe – Te Uru Taumatua. • Relationship cultivator – Has good people skills and can build strong interpersonal relationships.
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Knowledge, Skills, Abilities and Experience	
Essential	<ul style="list-style-type: none"> • Account Technician (AT) or higher with relevant minimum 5 years of experience, 2 in the primary focus area • Have a proven ability to use accounting tools including Xero • Have demonstrated Financial Reporting experience • Advanced level of capability using Microsoft applications (Word, Office, Outlook) • Has proven ability to train and increase capability, both team and tribal • Able to maintain confidentiality and appropriately discern the level of and access to information • Can manage priorities and fulfil deadlines while maintaining quality. • Has exceptional attention to detail and accuracy. • Is impeccably well organised and able to think on your feet
Desirable	<ul style="list-style-type: none"> • Tertiary qualification in accounting • Proven ability to work under pressure • Fluency in Tūhoe dialect • Sense of humor • Enthusiastic and passionate • Warm and empathetic

Assistant Accountant Name:	
Signature:	
Date:	

Chief Executive Name:	
Signature:	
Date:	