



POSITION DESCRIPTION

Financial Accountant

Tōpūtanga Tapuhi Kaitiaki o Aotearoa: The New Zealand Nurses Organisation (NZNO) is the lead professional union for nurses and other healthcare workers. Our job and responsibility is to represent more than 60,000 nurses, midwives, students, kaimahi hauora, and health workers in Aotearoa/ New Zealand. We represent the interests of nurses on professional and employment related matters. We are affiliated to the International Council of Nurses (ICN) and the New Zealand Council of Trade Unions (NZCTU). NZNO embraces Te Tiriti o Waitangi and works to improve the health status of all people of Aotearoa/New Zealand through participation in health and social policy development.

Position Purpose

Reporting to the Finance Manager, the Financial Accountant leads financial reporting, audit preparation, and finance system integrity across NZNO and closely related entities.

The purpose of this role is to provide efficient and effective accounting services, including the accurate and timely preparation of financial reports for NZNO and assistance with the preparation of reports for member groups, NERF and NTM financial statements as required. This role reports to the Finance Manager and is part of the finance team.

Key Responsibilities and Performance Expectations include but are not limited to:

Key Responsibilities	Performance Expectations
Financial Reporting and Advice	Producing timely and accurate financial reports and annual report for NZNO and assisting with reporting for related entities (currently NERF and Nurses Trust Management) as required. Ensure completion of balance sheet reconciliations regularly. Preparation of supporting documentation for audit file with no significant audit adjustments. Management of appropriate ledger structures. Ensure compliance with finance policies, policies are appropriate and regularly reviewed.
Tax Compliance	Ensure all IRD reporting compliance has been met including payment of GST, FBT, PAYE and Company Provisional Taxes. Liaison with tax advisors as required. The provision of Tax Compliance advice and assistance to NZNO and it's associated entities.
Budgeting	Provide assistance with the preparation and analysis of NZNO budgets, including review and phasing. Ensure approved budgets loaded into the financial system in a timely manner. Ensure systems are in place for the monthly reporting against budget.

Payroll	Responsibility for the oversight of payroll integrity and compliance, ensuring systems and controls are effective. Ensure timely and accurate processing of payroll, superannuation and allowances. Appropriate systems in place for the recording and measurement of payroll.
Asset Management	Responsibility for the maintenance and administration of the Asset Register. Ensure asset register is accurate and up-to-date.
Systems development	Responsibility for the integrity of the financial reporting system including the accurate and effective recording of financial transactions for NZNO and its associated entities. Provision of advice on internal control systems and development for financial, payroll and reporting systems. Support the digitisation of financial processes and automation initiatives to enhance efficiency and accuracy.
Cashflow and Treasury Management	Ensure the daily management of cash and investing surplus cash. Preparation of cashflow forecasts. Ensure investments are in accordance with the treasury management policy and limits and reporting is adhered to.
Other duties	Undertake any other duties as directed by the Finance Manager, Chief Executive, the Director of Operations and member Support (or their representatives)

Key relationships

Reports to:	Finance Manager
Responsible for:	N/A
Internal NZNO relationships:	Chair of Audit and Risk Committee Senior Management National Executive Te Poari Budget Managers NZNO Member Groups
External Relationships:	Compliance: Auditors, Inland Revenue Bankers Finance and payroll system suppliers Investment advisors Other suppliers to NZNO

NZNO Core Competencies

Competency	How this will be demonstrated in this role
Ethics, integrity and values	Supports NZNO vision and values, understands organisational structures when completing assigned tasks or projects, and plans and organises work in an efficient manner. Acts with professionalism, integrity, honesty and respect in their working role.
Cultural	Understands the importance of te Tiriti o Waitangi in modern Aotearoa New Zealand, supports the implementation of te Tiriti across the organisation and conducts themselves in accordance with te Tiriti in their work and work relationships. Understands the importance of cultural and ethnicity and how culture influences behaviour.
Member focus	Understands the importance of members, members leadership and member voice, builds positive member relationships, acts in a professional manner at all times when dealing with members.
Communication and teamwork	Relates well to people verbally and in written form, builds rapport with all levels inside the organisation, listens well, works collaboratively with others, and is sensitive to the needs of the organisation, handles conflict while preserving rapport, works well with a diverse workforce, ability to understand and adhere to good file and record management practices.
Problem solving	Able to define problems, find causes, and help devise workable solutions.
Results orientation	Shows commitment to goals and delivers results, demonstrates personal initiative and motivation to achieve goals and objectives. Accepts accountability for areas of responsibility

Role Specific/ technical capabilities

The Financial Accountant should also have the following skills and attributes

Business Technical	Knows the business; has technical expertise and skill. Understand this industry; its standards, practices and processes. Demonstrates mastery of required job-related knowledge (technical, professional or managerial) and mastery in performing essential job requirements. Has and/or develops credentials to maintain or expand knowledge skills and expertise.
Detail Orientation/ Accuracy	Is accurate and methodical with details and/or numbers. Successfully manages many small tasks or processes with many details. Verifies all work; recognises flaws or errors others may overlook.
Analytical Skills	Interprets and digests complex information. Applies logic and sound critical thinking to astutely evaluate presented materials, data or positions. Identifies flaws in reasoning but integrates good judgement in presenting findings. Creates insightful and comprehensive reports. Devises methods for improving processes.
Developing Others	Skilled at formal training or informal coaching and instructing. Thoughtfully assigns tasks or workload to challenge or stretch individual skills. Promotes and conducts developmental discussions. Shows awareness of and support for developmental goals and needs of organisation and team.