

POSITION TITLE

Assistant Accountant

LOCATION

Executive Office

POSITION STATUS

Full-time (Fixed Term)

POSITION OBJECTIVE

The purpose of this position is to provide timely and accurate operational financial management services which contribute to the success of Experience Wellington including its financial viability.

CONTEXT

The **Executive Office** is part of the Wellington Museums Trust (trading as Experience Wellington), a registered charity established by Wellington City Council as a Council Controlled Organisation (CCO) to manage and develop its cultural and arts visitor experiences.

Our purpose is: **Our business opens the doors to remarkable experiences that set Wellington apart**

Our vision is: **Excellent experiences that Wellingtonians proudly share with the world**

The **Assistant Accountant** will contribute to the achievement of this vision by providing timely and accurate financial management services, contributing to the financial viability of Experience Wellington.

KEY RESPONSIBILITIES

1. To provide quality accounting services including payroll, accounts payable, and accounts receivable.
2. To ensure that finance policy and processes support operational requirements including the effective operation of Experience Wellington's financial management system.
3. To ensure that Experience Wellington meets all external accountability requirements including the completion of accurate and timely reports and returns.
4. To manage key service contracts and relationships such as IT, telecommunications, insurance and leases.
5. To work with the Finance Manager, Directors and other Senior Managers to ensure effective financial management across Experience Wellington, including budgeting, budget monitoring and reporting.

WORKING RELATIONSHIPS

Internal: The **Assistant Accountant** will:

- Be accountable to the Finance Manager;
- Work closely with the Office Administrator, Executive Support Manager, Manager People and Capability and all other staff; and
- Work in a collegial manner with institutional directors, managers and all other Experience Wellington staff.

External: The **Assistant Accountant** will:

- Develop and maintain positive relationships with individuals, groups and organisations relevant to the work of the Assistant Accountant including:
 - the Wellington City Council Finance Team;
 - suppliers;
 - colleagues in equivalent positions in other cultural institutions particularly in the museum and art gallery sector;
 - the Wellington business community; and
 - relevant government organisations, community groups and Iwi Māori.

DELEGATIONS

Level C

KEY RESULT AREAS

Key Tasks and Accountabilities (What needs to be achieved)	Performance Measures (How it will be measured)
1. Financial resources managed effectively and efficiently	
<ul style="list-style-type: none"> ▪ Manage Experience Wellington's funds to optimise interest income within policy. ▪ Ensure that staff are aware of all rules relating to the use of Experience Wellington's money. 	<ul style="list-style-type: none"> ▪ Interest income targets are met. ▪ Risks relating to the management of Experience Wellington's funds are identified and mitigated. ▪ Staff do not exceed financial delegation.
2. Quality Accounting Services	
<ul style="list-style-type: none"> ▪ Timely and accurate accounting services are provided. 	<ul style="list-style-type: none"> ▪ The accounting services and processes are set out in a desk file. ▪ Accounting services provided to agreed standard e.g. systems and processes used meet the requirements of the audit. ▪ Risks relating to the delivery of accounting services are identified and mitigated.
<ul style="list-style-type: none"> ▪ Quality check and journaling of payroll. 	<ul style="list-style-type: none"> ▪ Payroll is accurate and complete with auditable notes. ▪ Payroll journal is up to date and accurate.
<ul style="list-style-type: none"> ▪ All overdue purchase orders are followed up and closed if necessary. ▪ All bank deposits are processed through XERO. ▪ All bank accounts are reconciled on a timely basis. ▪ Debtor accounts are reviewed monthly and followed up where necessary. ▪ Company Visa accounts are processed through XERO. ▪ All supplier invoices and payments are processed on a timely basis. 	<ul style="list-style-type: none"> ▪ Outstanding purchase orders represent outstanding commitments of Experience Wellington. ▪ No outstanding deposits on main bank reconciliation. ▪ Monthly reconciliations completed and outstanding items followed up and cleared. ▪ All debtors paid by due date. ▪ Follow up and process approved visa accounts.
<ul style="list-style-type: none"> ▪ All inter department charges and transfers are processed as required. 	<ul style="list-style-type: none"> ▪ Accounts processing is accurate and timely.
3. Finance policy and processes support operational requirements Resource Management	
<ul style="list-style-type: none"> ▪ Financial services are supported by policies and guidelines. ▪ Knowledge and competency in the use of XERO meets the standard required to meet the needs of the role. ▪ All XERO users are provided with training and are familiar with XERO functions/modules relevant to their requirements. 	<ul style="list-style-type: none"> ▪ Relevant documents are reviewed as required; comply with relevant legislation and/or best practice; approved by the Board; and are available on the intranet. ▪ XERO can be relied on to provide financial information that is accurate and supports the production of internal and external reports. ▪ XERO users are able to access accurate and timely information to support decision making. ▪ XERO user queries are responded to in a timely manner.
4. External accountability requirements	

<ul style="list-style-type: none"> ▪ Assist Finance Manager with meeting all internal and external accountability requirements. 	<ul style="list-style-type: none"> ▪ Statement of Intent forecasts financial statements are accurate and reflect best available information. ▪ Annual accounts are timely and meet Wellington City Council schedule for inclusion in the City's consolidate annual accounts. ▪ Annual Financial Statements and supporting information are accurate and available for audit within agreed timeframe. ▪ Experience Wellington achieves an unqualified audit opinion. ▪ Matters arising from the audit are attended to in a timely fashion. ▪ Monthly and/or quarterly financial reports to the Board/Council are timely and accurate. ▪ Returns to Inland Revenue and other Government Agencies are timely and accurate.
5. Accounting services for New Zealand Cricket Museum	
<ul style="list-style-type: none"> ▪ All bank transactions are processed through XERO. ▪ All bank accounts are reconciled on a timely basis. 	<ul style="list-style-type: none"> ▪ Annual financial accounts and managements accounts are timely and accurate. ▪ Staff do not exceed financial delegation.
6. Accounting services for City Gallery Wellington Foundation	
<ul style="list-style-type: none"> ▪ All bank transactions are processed through XERO. ▪ All bank accounts are reconciled on a timely basis. 	<ul style="list-style-type: none"> ▪ Annual financial accounts and managements accounts are timely and accurate. ▪ Staff do not exceed financial delegation.
7. Effective Financial Management	
<ul style="list-style-type: none"> ▪ Assist with the preparation of business unit budgets. ▪ Monitor financial performance and provide accurate and timely reports. 	<ul style="list-style-type: none"> ▪ Annual budgets are realistic and based on best available information. ▪ Issues are identified and managed in consultation with the relevant budget manager. ▪ Accurate reports are produced on time. ▪ There are no surprises.
8. Insurance and Corporate Contracts	
<ul style="list-style-type: none"> ▪ Manage key contract agreements including IT, telephony, building leases, equipment leases and insurance. 	<ul style="list-style-type: none"> ▪ Contracts perform/delivered to agreed standard. ▪ Business relationships result in excellent service from suppliers at competitive rates.
9. Staff Leadership/Management	
<ul style="list-style-type: none"> ▪ You lead staff so that they strive for excellence particularly in respect of the provision of customer focused service delivery. 	<ul style="list-style-type: none"> ▪ All staff have an Annual Performance Appraisal (APA) which sets out the outputs to be delivered and the performance expectations. ▪ All staff receive regular and constructive feedback on their performance including at 6 months and at 12 months. ▪ All staff have a professional development/training plan. ▪ Performance issues are effectively managed. ▪ Staff work effectively as a team and achieve required outcomes.

	<ul style="list-style-type: none"> Feedback from direct reports is positive.
10. Health and Safety	
<ul style="list-style-type: none"> You ensure that Experience Wellington’s goal of a zero harm culture is promoted with all direct reports. You ensure that the health and safety of workers and visitors is a principle consideration in the development and delivery of all outputs. You ensure that your decision making and the decision making of your direct reports is aligned with Experience Wellington’s health and safety policies, procedures and plans. You model good health and safety behaviours at work. You report concerns about aspects of the work place that may be considered a health and safety risk to you, other workers or visitors. 	<ul style="list-style-type: none"> You and your direct reports are able to respond knowledgably about Experience Wellington’s goal of a zero harm culture and the critical procedures designed to promote health and safety and to prevent harm to workers and visitors e.g. what to do during and after an earthquake and evacuation procedures. (measured through the Annual Staff Engagement Survey and Annual Performance Appraisal). Health and safety procedures are followed e.g. hazards are notified; incidents and near-misses are reported. There are no preventable incidents that result in harm or injury to you, other workers or visitors

PERSON PROFILE

Skills, experience and qualities required for this role:

- Proven financial management ability and experience.
- Proven experience of working collaboratively at a senior level and able to build excellent working relationships.
- Strong skills in Excel and applied experience with XERO as well as International Financial Reporting Standards (IFRS) reporting.
- Experience in negotiating and managing contracts.
- Ability to instil confidence and maintain credibility with stakeholders.
- Ability to think strategically and to contribute from a corporate perspective.
- Initiative, drive, energy, flexibility and a commitment to excellent customer service.
- Ability to multi-task, strong time management skills.
- Empathy with the purpose of cultural, arts and creative institutions.
- Relevant tertiary qualification(s) including current or working towards ACA/CA registration.

Core Competencies – *Effective performance in the following core competencies is set out in the Core Competencies Guide attached.*

- Commitment and accountability.
- Applying professional expertise/Creativity & Innovation.
- Customer focus.
- Communicating effectively.
- Working together/ Teamwork.
- Leadership.
- Coaching for performance.

SALARY

Manager Band 3: Negotiable between \$57,800 and \$71,400.

CORE COMPETENCIES GUIDE

Leadership

Effective performance includes:

- Creates an environment where staff feel valued, where cultural uniqueness is acknowledged and appreciated.
- Empowers staff, delegates effectively, gives staff room to make decisions, takes reasonable risks and exercises initiative in their areas of responsibility.
- Is open and honest with staff, approachable and available, actively encouraging feedback, and responding in a timely manner.
- Takes the time to recognize and celebrate accomplishments (encourages, appreciates, recognizes, tells others).
- Regularly communicates and reinforces the Trust's vision and strategic objectives within own team and ensures the team has a clear understanding of its role in achieving those objectives.
- Exercises sound judgment in decision-making, involving others as appropriate, and communicating the outcomes.

Coaching For Performance

Effective performance includes:

- Acknowledges effort and achievement letting each individual know that their work is important and worthwhile.
- Challenges and fully utilizes all team members, dealing effectively with performance issues as they arise.
- Agrees realistic and measurable performance standards with direct report staff.
- Conducts fair, consistent, timely performance planning and review meetings, encouraging two-way communication that addresses all aspects of performance and development.
- Actively encourages staff to broaden skills and reach their full potential and ensure adequate resources are available to meet these needs.
- Makes time for on-going coaching and constructive feedback.

Commitment/ Accountability

Effective performance includes:

- Takes responsibility for own performance and development. (Prepares, participates, sets high standards, follows through, and is receptive to feedback).
- Takes responsibility for accurate budgeting and to operate within approved budget and delegated authority.
- Approaches change positively.
- Effectively handles conflicting and changing priorities. Is organized and manages time well.
- Displays professionalism, integrity, honesty and commitment to the Trust's vision and goals.

Applying Expertise/ Professional Expertise

Effective performance includes:

- Maintains currency and applies knowledge/skills/best practice/new technology/cultural and arts sector trends for the benefit of the position and the Trust.
- Shares expertise with colleagues and coaches/mentors new direct report staff.
- Seeks appropriate professional development to enhance knowledge, skills or experience.
- Uses expertise to add value, to improve team or Trust performance and learns from mistakes.

Customer Focus

Effective performance includes:

- Demonstrates commitment to internal (colleagues) and external customers (visitors and stakeholder) by actively listening and clearly identifying their needs.
- Responds promptly to their needs, goes the extra mile, keeps them informed of progress and follows up.
- Maintains helpful, courteous working relationships, even when the situation makes this difficult.
- Seeks feedback from customers and acts on it (e.g. follow up/refer on, identify and action service improvements).
- Looks for ways of making systems and processes more customer friendly.

Communicating Effectively

Effective performance includes:

- Conveys information clearly and concisely in a style and/or method of delivery which best meets the needs of the people receiving the message.
- Uses language and behaves in a way that recognizes cultural uniqueness.
- Creates open channels of communication, keeping people informed about events and decisions that affect them.
- Listens actively and attentively (e.g. asks appropriate questions to obtain, understand and confirm information, checks understanding of what others are saying, and observes to perceive underlying issues and concerns).
- Establishes and builds rapport with people at all levels both inside and outside the Trust Institutions to achieve benefits for the Trust.

Working Together/ Teamwork

Effective performance includes:

- Develops cooperative and supportive relationships with colleagues.
- Values, respects and consults team members and acknowledges their contribution.
- Builds enthusiasm throughout projects and encourages others to do the same.
- Participates in problem solving, discussions and communication to resolve differences and conflict.
- Maintains productive networks.
- Is accessible and approachable for colleagues.