

# PRESBYTERIAN SUPPORT

## JOB DESCRIPTION ASSISTANT ACCOUNTANT POSITION

POSITION TITLE:

Assistant Accountant

SERVICE AND LOCATION:

Administration, 12 Park Lane, Timaru.

HOURS OF WORK:

20 hours per week. Additional project hours may be available from time to time.

PRIMARY FUNCTION:

Responsible to the Manager, Finance and Administration, for supporting the organisation's financial accounting; financial reporting; financial planning and compliance; corporate services, risk and insurance and assist with cover within the Finance team.

RESPONSIBLE TO:

Finance & Administration Manager

FUNCTIONAL RELATIONSHIPS:

- Chief Executive Officer
- Administration Staff
- Payables Administrator
- Payroll Staff
- Auditors
- Family Works Staff
- Aged Care & Community Services Staff
- Receivables Administrator
- Contractors and Consultants

APPROVED BY:

Michael Parker, Chief Executive Officer

DATE WRITTEN

July 2016

AGREED TO BY:

Name: .....

Signature: .....

Date: .....

**KEY TASKS AND PERFORMANCE STANDARDS**

<b><u>Key Tasks</u></b>	<b><u>Expected Outcomes</u></b>
<p>1. To support Presbyterian Support South Canterbury's Finance and Administration Manager.</p>	<p>1.1 Assisting with the organisation's day to day financial accounting, operations and financial projects.            1.2 Assisting with developing monthly financial reports and their analysis.            1.3 Assisting with maintaining a register of investments and investment income to ensure reinvestment options can be explored and investment income is received as due.            1.4 Assisting with maintaining a register of fixed assets.            1.5 Assisting in the oversight of cash flow cash management functions on a day-to-day basis.            1.6 Assisting in the monthly monitoring of income and expenditure within budgets.            1.7 Assisting with the development of yearly financial budgets as required.            1.8 Assisting with monitoring the yearly planned capital expenditure programme and programme maintenance.            1.9 Assisting with evaluating and developing financial policies.            1.10 Assisting in preparation of the annual financial accounts and the annual financial report, and liaising with external auditors to ensure the successful audit of the annual report and financial statements.</p>
<p>2. To support risk management and statutory compliance.</p>	<p>2.1 Assist with identifying and managing regular internal audit checks of administration and financial risk areas.            2.2 Assist in ensuring statutory compliance within Finance and Administration and identifying areas of non-compliance within changing legislation.</p>
<p>3. Health &amp; Safety</p>	<p>3.1 Participate annually in fire and other health and safety training.            3.2 Is familiar with responsibilities under the Health &amp; Safety Act.            3.3 Is familiar with accident reporting and risk Identification requirements.            3.4 Is responsible for ensuring a safe work environment.</p>
<p>4. General</p>	<p>Any other duties as may be required by the Chief Executive Officer, or Finance &amp; Administration Manager</p>

KEY RESPONSIBILITIES	EXPECTED OUTCOME
<b>Monthly and Annual Accounts Preparation</b>	<p>Complete end of month financial system processing. This includes interface processing, accrual journals, bank account and other reconciliations and controls through to finalisation of the trial balance for reporting.</p> <p>The trial balance for management reporting finalised within 4 working days of month end.</p> <p>Reconciliations completed as scheduled.</p> <p>Assist with the preparation of the annual financial statements as required.</p>
<b>Financial Operations</b>	<p>Support Accounts Receivable and Accounts Payable processing and reporting, including assisting with the provision of cover for these functions.</p>
<b>Cash and Bank</b>	<p>All bank accounts monitored and General Ledger reconciliations completed accurately as scheduled.</p>
<b>Investments</b>	<p>Assist maintain and reconcile records of purchases, sales, holdings and income from the investment portfolio.</p>
<b>Fixed Assets</b>	<p>Assist maintain the fixed assets register including depreciation rates, asset purchases and sales transactions.</p>
<b>Financial Reporting and Planning</b>	<p>Assist with the preparation of reports, budgets and reporting analysis as required.</p>
<b>Financial System Support</b>	<p>Support the on-going development of the financial system (Microsoft Dynamics GP) and reporting (BI360).</p>
<b>Records and Documentation</b>	<p>Ensure the secure filing and archiving of records including contracts and agreements.</p>
<b>Internal Controls and External Audit</b>	<p>To complete monthly and periodic internal control checks and reconciliations.</p> <p>Assist the external auditors in their audit providing documentation and information as requested.</p>
<b>Cover</b>	<p>Assist provide and support cover for Receivables, Payables and the Finance and Administration Manager as required.</p>