

Role Title	Senior Group Accountant
Reports to	Finance Manager
Direct Reports	
Key Working Relationships	The CFO, Finance Manager, Business Partner and the wider Finance Team and Whai Rawa staff. External auditors, banking personnel, taxation advisers
Purpose	
<p>The Senior Group Accountant is responsible for supporting the Finance Manager by taking responsibility for the completion of the corporate accounting activities of Ngāti Whātua Ōrākei Whai Rawa Limited. The role is predominantly to provide support to the Finance Manager in completing the following duties including (but not limited to):</p> <ul style="list-style-type: none"> • Month end close of the trading entities of Whai Rawa. • The monthly consolidation and review of Whai Rawa Group results. • Internal and external reporting of the performance including performance against budget. • Balance Sheet reconciliation including the monitoring of reconciling items and timely clearance. • Year-end Financial Statement preparation of the Whai Rawa Group to meet the requirements of NZ IFRS. • Management of the treasury function including daily cash flow and liquidity management. <p>The purpose of Ngāti Whātua Ōrākei Whai Rawa Limited (WRL) is to manage and administer assets received from the Ngāti Whātua Ōrākei Trust ("the Trust"), on a prudent, commercial and profitable basis for the commercial, cultural and social development of Ngāti Whātua Ōrākei. Over time, the size and value of the portfolio will grow.</p> <p>WRL will provide for the long term sustainable financial well-being of the Trust, and in doing so follow the following overarching principles (Ngā Mātāpono):</p> <ol style="list-style-type: none"> (a) Tino Rangatiratanga (self-determination): WRL will support the hapū to be financially strong; (b) Rangatiratanga (leadership): WRL will demonstrate strong leadership, good governance, transparent decision making and cohesiveness to represent and serve in a manner that exemplifies unity and mutual respect; 	

- (c) **Manaakitanga (care & host responsibility):** WRL will provide for active involvements in various host relationships within the wider community;
- (d) **Kaitiakitanga (guardianship):** WRL will safeguard and enhance the interests of land, people and resources for future generations;
- (e) **Kotahitanga (unity):** WRL will take leadership decisions aimed at fostering unity by making the collective interests its prime responsibility;
- (f) **Whanaungatanga (kinship):** WRL will involve the Trust in decision-making processes, and keep them informed of activities;
- (g) **Mana Taurite (equity):** WRL will ensure that all hapū members have equal access to opportunities as they arise; and
- (h) **Ahi kaa:** WRL will ensure the retention of land wherever possible.

Areas of Accountability

Monthly reporting

- Responsible for the preparation and review of the financial and management accounts of Ngāti Whātua Ōrākei Whai Rawa Limited and its subsidiaries;
- Completion of the monthly balance sheet reconciliations and ensuring that reconciling items are cleared in a timely manner and accurately supported for audit review;
- Completion of the monthly consolidation of the Whai Rawa Group financial results including analysis of variances to budget, maintenance of the consolidation systems and full documentation of all elimination entries;
- Assisting in the preparation of the monthly finance report to be included in Board reporting along with detailed reporting on variances to budget, balance sheet movements, treasury analysis, cashflow statement and performance of individual Limited Partnerships.

External reporting

- Preparation of the year end statutory financial statements for the Whai Rawa Group including co-ordination of the preparation of 'Prepared by Client' outputs;
- Quarterly reporting to external stakeholders (banks, JV partners);

Internal reporting

- Provide timely accurate and robust financial analysis to support business decision making.
- Preparation and presentation of reports, JV's, divisions and entity results to various stakeholders, including appropriate variance analysis.

Treasury Reporting

- Responsible for the daily treasury function including cashflow funding and liquidity management.

- Preparation of the quarterly banking compliance certificates.

Tax Compliance and Accounting

- Complete indirect taxation returns for Ngāti Whātua Ōrākei Whai Rawa Limited for review by the Finance manager;
- Responsible for the preparation of income taxation returns for Ngāti Whātua Ōrākei Whai Rawa Limited and Ngāti Whātua Ōrākei Trust by providing relevant information and interpretation of transactions;
- Responsible for provisional tax payments;
- Maintain accounting systems and processes to enable efficient provision of tax information;
- Stay up to date with current tax provisions.

Insurance

- Assist with the annual insurance renewal process and provide information to insurance brokers to establish premium pricing.

Personal Development

- Staying up to date with latest accounting, finance and tax developments.
- Maintain a personal development plan that is tracked as part of the performance review process.

Health & Safety

- Understand and adhere to Company and statutory requirements on Health & Safety issues.
- Take responsibility for own safe working behaviour.

Qualifications, Experience & Capabilities

Tertiary qualification in finance or accounting. Professional membership such as CA, CIMA or CPA strongly preferred.

A minimum of 3-5 years' experience in finance and accounting. Experience in a Group role with responsibility for consolidation activity of an entity with external reporting requirements preferred.

Strong understanding of NZ IFRS. Strong capability with Excel, Word and PowerPoint. Good written and oral communication skills. Good understanding of NZ income and indirect tax requirements. Experience with accounting systems.

Personal Attributes

Calm, diligent, dedicated, focused on deadlines and delivery of outcomes.

Key Performance Indicators

Full year KPI's are agreed at the beginning of each year. These are then broken down into quarterly KPIs. Delivery of both is discussed as part of the quarterly / annual performance reviews.