

ACCOUNTS ASSISTANT

Permanent – hours negotiable

Location	Group	Reports to	Direct Reports
Greymouth	Finance	Accountant	0

Core Purpose

- To oversee the day- to- day accounts processing and to assist the accountant in the compilation of reports and preparation of financial statements for Development West Coast and its subsidiaries.
- To be accountable for:
 - Debtors, creditors, cash management and day to day transactional work;
 - Assisting with preparation of the monthly management reporting and statutory reports and forecasts;
 - Assisting with other accounting and administration support tasks and projects as required.

Critical Functions

KEY TASK	EXPECTED OUTCOME
<i>Debtors, creditors, cash management and day to day transactional work</i>	<p>Timely and accurate entry of debtors and lending system, including:</p> <p>Greentree Debtors (Rents, Events, Contractual Income)</p> <ul style="list-style-type: none"> Raise invoices for contractual income Upload all receipts to Greentree Statements emailed out at month end. Monitor collection of debtors. Balance & printout month end audit reports. Continual Accounts Receivable database maintenance. <p>FinConnect</p> <ul style="list-style-type: none"> Daily processing of distribution receipts and uploaded to Greentree Generation of daily interest on loans Monthly interest interface from Finpower to Greentree Monthly reconciliation of Finpower to Greentree <p>Timely and accurate entry of creditors</p> <ul style="list-style-type: none"> Receive invoices & ensure IRD compliance. Match invoices to contracts and Trustee approvals, Upload/process invoices onto Greentree Reconcile all credit card expenditure to supporting documentation Circulate invoices to staff for authorisation & coding and ensure timely return of same. Reconcile invoices to statements and follow up discrepancies or queries. Prepare the monthly payment run for the 20th of the month and other payments on an "as required basis", ensuring appropriate authorised invoices are in place for all payments. Send out remittances with payment release. New Suppliers: Completion of AP application forms Balance & printout month end audit reports <p>Timely and accurate processing of cash management function</p> <ul style="list-style-type: none"> Upload all receipts and payments onto Greentree Prepare banking Follow up on all outstanding items on Bank recons Prepare monthly bank reconciliations



	<p>Fixed Asset maintenance:</p> <ul style="list-style-type: none"> Assist accountant with annual verification of fixed assets Scan new asset purchases onto each asset code <p>Intercompany Transactions</p> <ul style="list-style-type: none"> For all invoices charged to DWC re subsidiaries, raise AR invoices with supporting documentation to each subsidiary. Month end journals in subsidiaries. Reconcile Intercompany current accounts and loans
<p><i>Monthly Management Reporting and Statutory Reports and Forecasts</i></p>	<ul style="list-style-type: none"> Assist with preparation of content for the annual report Be actively involved in audit cycle (internal and external) and assist the accountant to maintain the substantiation audit file. Assist with the preparation of the annual budget. General ledger enquiries on a regular basis from staff.
<p><i>Other Accounting and Administration Support</i></p>	<ul style="list-style-type: none"> Assist with various project work required of the finance team. Assist with production of board papers. Daily filing of all paperwork. Attend to and resolve internal and external customer/supplier queries. Maintenance of accounting archives in an orderly fashion. Any other general accounting and administrative tasks as required.

Person Specifications

- Exhibit a high level of diplomacy and professionalism, with the ability to be discreet and maintain confidentiality at all times
- Have a high level of emotional intelligence, enabling them to work co-operatively and efficiently within a close team and foster and nurture professional relationships
- Exceptional attention to detail, with a high level of accuracy in checking & processing information
- Excellent mathematical ability
- Excellent written and verbal communication skills
- Sound organisational and time management skills
- Enthusiastic with a strong sense of initiative and a solution-orientated approach
- Ability to work calmly under pressure and meet deadlines

Desired Qualifications and Experience

- Tertiary/Polytechnic qualification/training in accounting, finance or relevant field is preferable.
- 5+ years' experience in a finance/accounts administration role.
- A good working knowledge of reconciliations, debtors, and creditors
- Proficient in Microsoft Office, and particularly Excel.
- Previous knowledge of Greentree would be an advantage.