

# Accountant Moutere Management Ltd Job Description

<b>POSITION:</b>	<b>ACCOUNTANT</b>
<b>REPORTS TO:</b>	Chief Finance Officer
<b>LOCATION:</b>	Brightwater
<b>DIRECT REPORTS</b>	Two accounts team - 3 - 5 employees
<b>RESPONSIBILITY:</b>	<p>The purpose of this role is to assist with the effective management of the accounting and financial function for Moutere Logging, DC Equipment, and all associated companies.</p> <p>This will include managing all the accounting tasks efficiently and effectively and taking responsibility for providing optimum financial support to the CFO in a knowledgeable, efficient and friendly manner.</p> <p>This is a significant position within the team so it is important that you will maintain a high level of professionalism and integrity and display a positive attitude and a team focus.</p>

<b>KEY ACCOUNTABILITIES</b>	
<b>Accounting and Finance Practices</b>	<ul style="list-style-type: none"> <li>• Manage the accounts for the 14 - 15 business entities operating under the Moutere Logging umbrella.</li> <li>• Manage the accurate completion of account reconciliations within required timeframes.</li> <li>• Ensure correct approval of all accounts payable, sorting and coding of invoices and entry into the relevant accounting systems.</li> <li>• Ensure all financial and payroll transactions and audits are undertaken and recorded in accordance with legislative requirements and best practice.</li> <li>• Manage all documentation relating to group insurances</li> <li>• Review and develop effective and robust financial policies and control procedures</li> <li>• Manage the processing of all contract and other income and disbursements.</li> <li>• Manage income tax, GST, PAYE, ACC returns and payments to ensure they are accurate and on time.</li> <li>• Maintain fixed assets schedule.</li> <li>• Ensure account reconciliations are completed accurately and within required timeframes.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Timely and accurate preparation of consolidated monthly and annual financial statements and reports in accordance with legislative compliances.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide timely and robust financial analysis to support business decision-making.</li> </ul>
<b>Leadership / Management</b>	<ul style="list-style-type: none"> <li>• Actively lead and develop the accounts teams.</li> <li>• Manage and distribute accounts workflow.</li> <li>• Encourage and support the team to achieve objectives.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Fully participate as member of the Moutere Management team undertaking all duties with enthusiasm and commitment.</li> <li>• Maintain confidentiality of the business and functions of the accounting role.</li> <li>• Maintain positive working relationships</li> <li>• Actively manage own responsibilities by using time management skills, initiative and common sense.</li> <li>• Be committed to the quality improvement process by participating in initiatives and making suggestions as to improvements and/or efficiencies.</li> <li>• Assist in implementing Best Practice</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Take an active role in ensuring safety of yourself and other staff. This includes acting in a safe manner, taking action where you observe unsafe behaviours and reporting all incident/accidents and near misses.</li> </ul>

<b>Relationships:</b>	<b>Internal</b>	Managing Director Chief Financial Officer Administration Manager Operations Manager Executive team All levels of staff
	<b>External</b>	External Accountants Customers Contractors and Consultants Suppliers

<b>PERSON SPECIFICATION</b>	
<b>Qualifications &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• BCom and a minimum of three years accounting work experience.</li> </ul>
<b>Skills and Knowledge:</b>	<ul style="list-style-type: none"> <li>• Advanced in Microsoft suite: Word, Excel, Outlook</li> <li>• Excellent analytical skills..</li> <li>• Attention to detail and commitment to quality improvement</li> <li>• Excellent interpersonal skills and communication skills</li> </ul>

**Personal Attributes:**

- Efficient and well organised with an ability to meet competing demands.
- Ability to work independently and manage own workload
- Ability to solve problems and use initiative
- Positive, cooperative and adaptable approach
- Discrete with good judgement