

ROLE DESCRIPTION

FINANCIAL ACCOUNTANT – ASSETS

LOCATION:	Picton, Marlborough Region
REPORTS TO:	Chief Financial Officer
DIRECT REPORTS:	Finance Officer Revenue, Finance Officer Purchases
THE BUSINESS CONTEXT:	<p>Port Marlborough is a values-driven, diverse port and marina business with operations across multiple sites in Picton and the Marlborough Sounds.</p> <p>As Marlborough's regional port, we facilitate a wide range of shipping and marine activities including Cook Strait ferry operations, bulk cargo export, cruise and superyacht visits, aquaculture industry requirements and vessel maintenance. In addition, we operate three significant marinas across the Marlborough Sounds under our Marlborough Sounds Marinas brand.</p> <p>As a team, we have a clear vision to lead the way as an environmentally restorative port, driving success for Marlborough. Our mission is to deliver shared economic, social and environmental value through productive and enduring partnerships: People, Planet and Prosperity through Partnerships.</p> <p>We are committed to applying our values of Hauora – value well-being, Kaitiakitanga – protect the future, Mahi Tahī – work together, Pono – act with integrity, and Kairangatira – deliver excellence, to everything we do.</p>
ROLE PURPOSE:	<p>The Financial Accountant - Assets is a professional member of the finance team. The role works closely with the Chief Financial Officer and the wider team to deliver structured and on-time financial accounting and company secretary services.</p> <p>Financial asset management responsibilities include management of the asset register, valuation processes and operational insurance matters.</p> <p>The Financial Accountant - Assets contributes widely across the company's general accounting requirements for taxation, government returns, financial policies and compliance, and annual financial planning and reporting. In addition, the role is responsible for all accounting and secretarial requirements of Waikawa Marina Trust.</p> <p>The Financial Accountant - Assets provides team leadership along with financial and technical oversight of the revenue and payments functions.</p> <p>The role requires strong technical accounting skills along with absolute integrity, adaptability and a well-humoured, team-focused outlook. The ability to develop trusting relationships with colleagues across the business and external advisors is also an essential requirement.</p>
KEY RELATIONSHIPS:	CFO and Finance Team colleagues; Senior Leadership Team and operational leaders, Infrastructure Manager and Assets Engineer; external advisors including accountants, valuer, insurance brokers, WMT Statutory Supervisor, regulators.

KEY ACCOUNTABILITIES

Financial Assets	<ul style="list-style-type: none"> • Maintain asset records including acquisitions, capitalisation of new-build assets from Work-In-Progress (WIP), and disposals / write-offs • Manage depreciation systems and records • Plan, coordinate and manage asset valuation processes including <ul style="list-style-type: none"> – Annual valuations of investment property – Three-yearly valuation of operational property
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- Insurance valuations
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- Annual Accounts and Budgets**
- Assist the CFO and Financial Accountant – Management and Systems in planning preparation and delivery of
 - Annual budgets
 - Half-year accounts
 - Annual accounts
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- Waikawa Marina Trust**
- Take full responsibility for all accounting and secretarial tasks for Waikawa Marina Trust (WMT), including
 - Financial accounting and management including preparation of financial statements and Annual Report
 - Budgets and setting of fees
 - Audit
 - Liaison with the Statutory Supervisor and any regulatory requirements
 - Coordination with other internal staff as required
 - Preparation, administration and delivery of the WMT Annual General Meeting
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- Revenue and Payments**
- Oversee and support the receivables and payables function for the business, including
 - Financial and technical oversight
 - Team leadership and mentoring
 - Staff development planning and delivery
 - Ensure sufficient emergency cover, including ability to personally pick up critical aspects of roles if needed
 - Support the CFO in overview of payroll function as required
 - Act as an authoriser of financial expenditure, subject to financial authorities policy, procedures and settings
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- Insurance**
- Support the CFO in management of insurance cover and operational processes including
 - Leadership of material damage processes and recoveries
 - Support other claims processes
 - Support insurance renewals
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- Data management and statistics**
- Ensure that data and statistics are delivered in a timely way to meet PMNZ business objectives
 - Prepare/oversee Fast Facts operational volume reports including monthly, half year, annual and future period budget reports
 - Oversee delivery of all sustainability metrics reports generated from financial or volume data
 - Prepare and lodge all Government mandated statistics returns
 - Manage provision of other data as required to meet business objectives
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Policies and compliance	<ul style="list-style-type: none"> • Administer and manage company compliance framework (currently through 'Quantate' compliance monitoring system) • Support the CFO in maintaining relevant policies, procedures and related documentation including review of existing policies, monitoring and amendment for relevant legislative changes • Provide policy administration functions for relevant policies as required
Taxation	<ul style="list-style-type: none"> • Prepare and lodge taxation returns with accuracy and meeting all regulatory deadlines with comfort, including <ul style="list-style-type: none"> – Goods and Service Tax (GST) – Fringe Benefit Tax (FBT) – Assisting the CFO with compilation of Income Tax as required
Professional Development	<ul style="list-style-type: none"> • Meet requirements for ongoing professional accreditation • Proactively pursue professional development opportunities that align with areas of work
Other duties	<ul style="list-style-type: none"> • Support the management of banking facilities as required in support of the CFO • Deputise the CFO as and when required, including contribution to Board Reporting • Provide support as required in administration and critical task delivery for the Technology One enterprise finance system, in support of the systems administrator • Contribute to project teams as required • Observe all company Health and Safety policies and the Health and Safety Management System (HSMS) • Observe all company Environmental and Quality Management policies and protocols • Undertake any other tasks that may be required from time to time

COMPETENCIES REQUIRED

Integrity, mind-set	<ul style="list-style-type: none"> • Has absolute integrity and good judgement; understands and maintains confidentiality • Strong ethos on delivery of productive, accurate, collaborative team performance • Has a positive outlook and enthusiastic attitude; is well-humoured and exercises self-control at all times • Self-reliant, resilient and flexible; remains enthusiastic despite setbacks • Confident, motivated to achieve goals • An affinity for systems and order; highly organised with a structured approach to work
Teamwork	<ul style="list-style-type: none"> • Works effectively and co-operatively with others to achieve results and the team's goals • Takes a partnership approach to working with others; is fair-minded • Values and acknowledges others' input and expertise; is willing to learn from others • Acts appropriately and effectively within a team; is respectful • Supports team decisions and shares information willingly

	<ul style="list-style-type: none"> • Feels accountable for the performance of the team
Team leadership, coaching, mentoring and development	<ul style="list-style-type: none"> • Creates and maintains a positive team environment and culture • Supports company values, policies and procedures in recognising and managing exemplary through to challenging behaviours • Provides regular feedback and coaching to staff, being sure to explain the broader business context and breaking complex tasks/skills into manageable components • Delegates significant tasks to staff, intentionally creating opportunities for professional and personal staff growth • Creates and follows through on individual development plans for each staff member and provides opportunities for staff development and connection with others across the business
Work and project management	<ul style="list-style-type: none"> • Organises people, time and resources to achieve objectives • Delivers outputs to the required standard and timeframes • Resourceful - acts quickly using available resources to deal with • Monitors impact of actions and adjusts future actions accordingly • Shows a willingness to make the hard decisions when circumstances require it • Allocates appropriate time for work tasks, identifies dependencies, develops workable timelines and milestones and delivers outputs in accordance • Able to assess workload, identify criticality of tasks and focus on delivery of priorities • Follows through and drives tasks to completion • Monitors work progress, and makes early adjustments to plans if there are problems
Risk management, problem solving, initiative	<ul style="list-style-type: none"> • Recognises issues, problems and opportunities across a range of situations • Identifies and solves immediate issues or problems that may impact on an individual, team, and company; anticipates long term issues that may impact the company • Strong analytical skills • Takes responsibility for duties with little oversight; does not rely on others to get the job done
Communication	<ul style="list-style-type: none"> • Demonstrates a relatable communication style; develops strong trusting relationships • Maintains effective, thorough communication with others at all times • Maintains effective, appropriate communication with internal and external stakeholders • Ensures all external communications are professional, follow company style guidelines and are accurate (including spelling and grammar) • Maintain fit-for-purpose record keeping in an organised and timely way, consistent with organisational systems and practices
Continuous Improvement	<ul style="list-style-type: none"> • Reviews and suggests improvements to business processes • Questions and challenges the status quo, keeping what is good and looking to improve outcomes where possible • Considers how proposed changes in one process may impact on other processes • Listens to and explores ideas suggested by others

SKILLS, KNOWLEDGE, EXPERIENCE AND PERSONAL REQUIREMENTS

- Chartered Accountant (CA)
 - Minimum of three years' professional experience in a commercial environment
 - Working knowledge of NZ taxation, other regulatory frameworks and compliance requirements
 - High levels of integrity, accuracy and diligence
 - Enthusiasm for delivering collectively as a team, while also maintaining high levels of personal productivity
 - Well-developed interpersonal, literacy and numeracy skills with an ability to concisely and accurately convey information to others
 - Capable of solving complex problems
 - Clean NZ driver's licence
 - To meet Port Marlborough policy requirements, full COVID-19 vaccine currency
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