

POSITION DESCRIPTION

Position Title:	Financial Systems Accountant		
Reporting to:	Financial Systems Manager		
Date created:	October 2022	Date last updated:	June 2024
Direct reports:	0	Location:	Christchurch

About Us | Mō Mātou

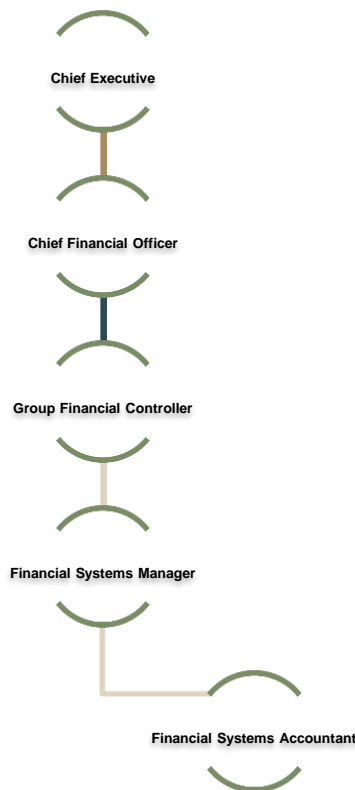
Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to *enhance the wellbeing of our communities* through our shared values of **We Discover, We Deliver, and We Care**. Citycare Property operates in multiple locations throughout Aotearoa (New Zealand) and employs approximately 900 kaimahi (employees). 700 of these kaimahi work within Citycare Property with an additional 200 employed by its subsidiary, Spencer Henshaw.

Primary Focus | Te Arotahi Matua

The Financial Systems Accountant is a key member of the Finance team and reports to the Financial Systems Manager.

The role focuses on improving and maintaining financial systems and associated processes and will work closely with the business and to ensure the integrity of our financial systems and that these systems meet the needs of the business.

Your Team | Tō Kapa



Key Accountabilities | Ngā Kawenga Takohanga

Good Kiwi Company	<ul style="list-style-type: none"> Contribute to the High5 priority of being a Good Kiwi Company and ensures that the Projects and Process stream is honouring Te Tiriti o Waitangi and invested in thriving local communities and sustainable practices. Adhere to all requirements for training and development in tikanga Māori, te reo Māori, Mātauranga Māori, and Te Tiriti o Waitangi to ensure that the cultural confidence of the business unit is aligned to Citycare Property's expectations. Support the implementation of any sustainability and environment initiatives within the business unit. Leverage the centralised support for community partnership activities and endeavour to make them fit for purpose, where appropriate.
Continuous Improvement	<ul style="list-style-type: none"> Assist with system improvements that enhance the effectiveness of financial systems. Participate in the implementation of financial applications as required.
Financial Systems Support and Administration	<ul style="list-style-type: none"> Provide technical and functional system administration, manage user requests, troubleshoot financial systems issues and work with the relevant teams to implement solutions. Financial systems include (but are not limited to): Pronto, Jedox, FileBound AP Automation, Data Warehouse reporting via Excel, Financial Cubes. Act as a Subject Matter Expert (SME) for financial systems.
Financial Systems Knowledge Base	<ul style="list-style-type: none"> Assist with determining, implementing and monitoring user training that enhances the effectiveness of financial systems processes. Assist in ensuring financial systems processes are documented.
Financial Systems Projects	<ul style="list-style-type: none"> Undertake project and ad-hoc work as required.
Financial Accounting	<ul style="list-style-type: none"> Assist in the preparation of monthly and annual accounts, financial statements and reconciliations as required.
Communication	<ul style="list-style-type: none"> Collaborate with other professionals (internal and external), ensuring the sharing of knowledge and experience. Take all practical steps to ensure communication to kaimahi and outside agencies is professional, timely, and supports the best interests of the business.
Relationships	<ul style="list-style-type: none"> Quickly establish credibility and respect and build strong working relationships with Managers and kaimahi. Solve operational issues through a pragmatic and commercially sound approach. Support team members, be quick to identify and problem solve any issues. Inspire the confidence of Managers through timely delivery of information. Work independently but consult where appropriate. Develop and maintain valuable networks and key relationships.
General	<ul style="list-style-type: none"> Ensure compliance with approved Citycare Property's policies, plans and programmes. Undertake all personal development and competency training to stay current and able to deliver the changing requirements of the role. Provide backup cover and support to other members of the Finance team as required.
Additional Duties	<ul style="list-style-type: none"> Any other duties of a similar type required by the Employer. From time to time, it may be necessary to consider changes to the key accountabilities of this position so that we are able to adapt to changes in our business environment.

Health, Safety and Wellbeing | Te Whare Tapa Whā

<p>All kaimahi are responsible for and required to:</p>	<ul style="list-style-type: none"> • Be personally responsible for their own and others' Health, Safety and Wellbeing at work. • Promote and participate in Health, Safety and Wellbeing, maintain a safe workplace, and ensure that all equipment is always used in a safe and correct way. • Be familiar with the Health, Safety and Wellbeing procedures. • Always establish and insist upon safe methods and safe practices. • Report all hazards, incidents, and injuries (including near miss incidents) according to procedure and within specified times. • Refuse to do work if you deem it to be unsafe and notify relevant people accordingly
<p>All Managers are personally accountable for</p>	<ul style="list-style-type: none"> • The Health, Safety and Wellbeing performance for work areas over which they have control. • Their continued management competence in Health, Safety and Wellbeing. • Ensuring that all kaimahi and contractors understand and accept their responsibility to promote a safe and healthy workplace. • Ensuring all Health, Safety and Wellbeing requirements are always adhered to. • Appropriately managing overall Health, Safety, Environment and Wellness. • Ensuring that work is performed in a safe manner and in a safe environment. • Ensuring all new kaimahi and temporary kaimahi are adequately supervised and trained to reduce the risk of injury, accident, or incident.

Qualifications | Ngā Tohu Mātauranga

<p>Ideal</p>	<ul style="list-style-type: none"> • Relevant professional memberships, registrations, and accreditations.
<p>Essential</p>	<ul style="list-style-type: none"> • Bachelor's degree (or equivalent) in Finance, Business, or Accounting

Experience | Ngā Pukenga

<p>Ideal</p>	<ul style="list-style-type: none"> • Prior experience in a Financial Systems support role • ERP upgrade or implementation experience • Exposure to civil construction or facilities management industries
<p>Essential</p>	<ul style="list-style-type: none"> • Knowledge and experience with a variety of financial and accounting systems, including ERP, reporting systems and forecasting tools, in a medium to large organisation • Strong computing skills, including Microsoft Office • Advanced MS Excel Skills • Strong BI analytics and reporting skills, with knowledge of data warehousing • Good technical understanding of IT • Strong internal and external relationship management skills • Good oral communication skills and clear, concise and logical written communication skills • Knowledge of business systems and their applications • High degree of accuracy, timeliness and attention to detail • Proactive and results-focused with a proven ability to prioritise tasks • High level of professional and personal integrity with the ability to get on well with other people • Willingness to widely support other staff members

Key Relationships | Ngā Hononga Matua

<p>Internal</p>	<ul style="list-style-type: none"> • All Citycare Property kaimahi including: <ul style="list-style-type: none"> ○ Finance kaimahi ○ Operational managers and kaimahi ○ Administration kaimahi ○ IT kaimahi
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	<ul style="list-style-type: none"> ○ All Financial Systems users
External	<ul style="list-style-type: none"> • Financial systems providers as applicable

Disclaimer | Te Whakakape

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

Signed by the Employee:

Date:

Signed on behalf of Employer:

Date:

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the organisation. It is acknowledged that to remain current, regular amendments will be required. This is to be coordinated in association with the relevant Leader and the Head of People.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Leader to provide clear goals and objectives, against which individual performance will be managed.